

HOUSEKEEPING HANDBOOK

How to Do It



Balderston

J. B. LIPPINCOTT COMPANY
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Housekeeping Handbook

HOW TO DO IT

By

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J. B. LIPPINCOTT COMPANY

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To My Friend
E. H. G.

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FOREWORD

This very useful and attractive *Housekeeping Handbook* is a much needed piece of teaching material for the many classes in home-making and household service which are being conducted throughout the country.

For many years, as a State Supervisor of Home Economics, the writer has felt that teachers and students are greatly handicapped in not having before them definite information and rules as to how to do a definite piece of work in the home. Since there is usually one best way in which to do every piece of work, why not have the rule for that way available in compact form before the teacher and the student, the home-maker and the houseworker?

In visiting classes, the writer has often heard the teacher say, "Dust the living-dining room," "Clean the floor," "Clean the kitchen sink," etc., and the student immediately goes to work, without discussion or directions or thought as to the efficient way to proceed. This leads to bad practices and tiresome drudgery.

This little *Handbook* will make it easy for both student and teacher. They will find here, clearly stated, the correct information and the efficient method. Their learning will be positive, their results good, and the task more joyfully accomplished.

Home-making has long been considered a science, and a few have seen that it can be a fine art. The writer believes that home-making now needs more art to create a soul or spiritual values within it, for we are dealing with human beings as they daily live together. Harmony and order, together with beauty and cleanliness, establish surroundings that make for good living and for appreciation of wholesome family and home life. This book provides the background for bringing more of this desirable kind of living into the home.

The writer would like to recommend it for use in home-making classes, for both boys and girls, in junior and senior high schools. General science classes would also find some parts useful, as well as industrial arts classes, and adult home-making classes for men and women. It meets precisely the needs of practical vocational classes in housekeeping and home-making—whether of housekeepers themselves, or training classes for household employees, or home-management classes in schools and colleges, or institutional management classes. It is an ideal handbook for the home-maker's use in her own home.

The advantage of such material is in its arrangement and classification; no time

need be wasted in looking through a volume or large book for assistance; it is so arranged in chapters that the proper groupings for the work of the household are complete and the rules for any special piece of work are quickly available.

In this modern age of labor-saving equipment and devices, a knowledge of their use and care is necessary to every household. Care, renovation, and repair processes in the household have long been neglected in our teaching, but the appeal for more thorough teaching in this line has been sounded during the past decade. The contribution made in this book toward better housekeeping is fundamental. No one but Miss Balderston, with her long experience in this field and her untiring efforts for proper recognition of correct methods and efficient equipment in the home, could so ably assist us with this problem.

The value of this material was realized partly through its use in adult home-making classes for young women and home-makers in New York City during the period of the New York State Emergency Education program. Miss Balderston's teaching and discussion with these groups, as well as with numerous other classes and groups, gives us the authentic information and methods we need.

May the good coming from the use and contents of this book go forth for the making of better and more harmonious homes throughout the whole country.

TREVA E. KAUFFMAN

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PREFACE

This *Housekeeping Handbook* is based upon the standard reference book *Housewifery*, now in its fifth edition, which is by the same author. *Housewifery* has been used in school and college home economics departments, presenting detailed information on essential points of housekeeping including purchasing, management, and methods.

The *Handbook* is in an outline form, giving such detailed procedure as will be of help to teachers, leaders of adult groups, and individual home-makers. It is especially helpful to brides and inexperienced housekeepers.

Housekeeping Handbook and *Housewifery* are both published by J. B. Lippincott Company, Chicago.

I discovered that the need for physical order could be satisfied by a housekeeping which was like a work of art, as accurate and formal and pretty as a ballet, but which still left the mind with all the scope it wanted, to be both free and sheltered at the same time.¹

¹ From *The Little Locksmith* by Katharine Butler Hathaway. Published by Coward-McCann, Inc., New York.

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GENERAL DISCUSSION OF CLEANING

Efficiency in cleaning is dependent, not on the number of tools, but on their suitability for the job. For example, have non-linty dustcloths; something for corners; something that rubs and polishes without scratching. Have tools that can be used for many jobs. Make a purchasing list of necessities, planning for the minimum of tools and supplies to accomplish the maximum number of tasks efficiently. Plan a light basket for the cleaning outfit, to have everything at hand when needed.

The vacuum cleaner has reduced by half the work of sweeping, dusting, furniture moving. All dusting is so lessened that the cleaning plan for a room is to vacuum rugs and thereby gather up loose dirt; vacuum upholstery, pillows, mattresses, portieres as needed—maybe every other week. A vacuum cleaner is both a labor-saver and a repair-saver, for dust scratches furniture and floors and cuts rug fibres. Dustless dusters finish the cleaning quickly and well.

We need few special rules for special rooms, for general rules may be applied to all. Plan a work schedule. Work with system. Start in one place and advance to each part of the room in order, working from top to bottom. Let each task have its time and its place; so will all tasks get done in their turn.

TO MAKE DUSTLESS DUSTERS

Cut cheesecloth to size of dusters.

Prepare mixture:

1 pt. hot water (very hot).

$\frac{1}{4}$ c. lemon-oil.

Stir oil in hot water.

Press in 4 or 5 pieces of cheesecloth.

Work oil and water into cloth.

Squeeze dry.

Hang to dry.

Note: It pays to hem dusters.

TO VENTILATE A ROOM

(No matter size of room.)

Have hot air going out at the top.

Have cold air coming in at the bottom.

Circulation need not be draught.

Two windows hasten ventilation:

One window down at top.

One window up at bottom.

Note: Fresh air brings in health.

TO DUST A ROOM

Use soft non-scratching and non-linting cloths.

Oiled duster should have very little oil on it.

Wet duster clouds and dulls woods.

Begin dusting in one part of room.

Dust everything in its turn, first high and then low.

Gather dust into the cloth. (Do not scatter or stir dust.)

Put duster to soak in cold water with soap.

Wash out heavy dirt.

Use warm water and soap.

Rinse duster, shape, and hang to dry.

Note: Thorough dusting preserves furnishings.

TO DUST BOOKS

Remove dust frequently from books.

A vacuum cleaner with either brush or knife-like nozzle reduces handling.

Thorough cleaning means to wipe each book with a soft clean cloth, opening book to toss out dust.

Books must be kept dry, as dampened book paste invites silverfish (p. 94).

Note: Books need air at times, to prevent mildew and musty smell.

TO CLEAN A ROOM

Dust high things first, then low articles in order around the room.

After dusting:

Remove from the room or cover all small pieces of furniture and bric-a-brac.

Shake and brush curtains. Either remove or pin in dust-bags.

Take small rugs out for cleaning. Clean large rugs on floor, then roll toward the center. (With vacuum cleaner, all work is done in room.)

Dust ceiling, then walls, window frames and shades, radiators, floors, closet floors, and baseboards.

Clean windows, lights, globes, mirrors, pictures.

Dust and polish floors.

Return rugs and furniture. Put everything back in its place.

Polish brasses and silverware.

Note: Time is reduced by use of tray for small articles; by systematic work.

TO CLEAN PIANO KEYS

Piano keys are bone.

Clean with soft cloth moistened with denatured alcohol.

Soap and water will yellow keys.

Note: Closing piano for night keeps out dust and moisture.

TO CLEAN COMBS AND BRUSHES

Silver and celluloid brushes are better not soaked.

Cleaning is done by holding brushes in the hand and tapping them up and down in warm water with ammonia.

Hot water softens bristles and in time loosens the bristle backing.

Rubber combs may be soaked in cold water with a few drops of ammonia.

Note: Cotton comb-cleaners may be used, but ammonia will so soften soil that warm rinse will finish.

TO OIL A SQUEAKY HINGE

Use an oil-can such as the one used for a sewing-machine.

Hold paper or cloth close to part to be oiled.

Put a few drops of oil at top of hinge and let oil run in and down by working hinge back and forth.

Wipe off all surplus oil.

Note: Always have in the house an oil-can, pliers, a screw-driver, and a hammer.

TO AIR A BED

Open windows.

Place pillows on table or chair beside window.

Spread back over head of bed or on two chairs:

Blankets or quilts.

Sheets.

Mattress pad.

Draw mattress over foot of bed.

In cold weather shut door to keep rest of house warm.

Note: An hour's airing, done often, gives good return.

TO MAKE A BED

Straighten mattress and mattress pad.

Spread bottom sheet right side up, wide hem at top, even and straight.

If sheet is short, tuck in at top and at sides, and have taut. Leave no wrinkles.

Spread top sheet even and straight, right side down, with wide hem at top, and tuck in at bottom under mattress.

Mitre corners of sheets (p. 6).

All four corners of lower sheet, if long enough, are mitred alike; but do only bottom corners of top sheet and covers.

Spread blanket or extra covering next.

Turn top sheet down over blanket.

Tuck in bottom and mitre corners. Tuck in sides.

To protect blanket it is good to use a light-weight spread over all, to be used at night as well.

Lay day-spread smooth and even.

Pillows may be placed under spread or stood on top of made bed.

Note: Placing of pillows gives style to well-made bed. Sheets should be long and wide enough to tuck in securely.

TO MITRE A CORNER OF A SHEET

Take corner of sheet between thumb and finger and draw around corner of mattress.

At same time, slip other hand under side edge of sheet and draw upward into a diagonal fold.

Lay this fold up over mattress.

Now turn under mattress the part of sheet left hanging.

Drop upper fold and tuck in under mattress.

This makes a boxlike corner.

Note: A mitred corner holds bedclothes firmly.

TO TURN DOWN A BED FOR THE NIGHT

To keep day-spread fresh and dainty, fold and take off at night.

Leave light-weight underspread to protect blankets.

Turn down top sheet, blanket, and spread far enough so that the occupant when getting in will not need to pull bed apart.

Fold corner of top cover, blanket, and top sheet up and back to make a mitre fold half the width of the bed. It is this fold that allows room for person. (See mitre, above.)

If it is a double bed for two people, fold covers in straight line across the bed, turn down to middle of bed.

If bottom sheet pulls out, pull taut and re-mitre the corner and tuck in.

Note: This is a gracious custom, especially appreciated by gentlemen.

TO MAKE A BED FOR A SICK PERSON

Place a pad to protect the mattress.

Have a big, strong bottom sheet which will stretch tight and tuck in well. Mitre this sheet (see above).

Small sheets allow creases and give discomfort to patient.

A draw-sheet is folded, hems together, and placed across the mattress, hems to the foot of the bed.

Stretch draw-sheet tight. Pin with safety-pin, if necessary.

Draw-sheet must be placed under the heavy part of patient.

Spread top sheet even and straight, right side down, with wide hem at head, and tuck in at foot under the mattress.

Mitre corners at foot.

Spread blanket next and turn top of sheet down over it.

Use light-weight spread to protect blanket.

Note: A well-made bed always increases comfort.

TO CLEAN A BED

Days of special cleaning of bedrooms are the time to clean the parts of a bed.
The bed frame should be thoroughly dusted.

Enamel beds are washed like enamel paint (p. 12).

Brass beds are cleaned with lemon-oil on a cloth.

Varnished beds may be washed with furniture wash solution (p. 12).

Box springs may be vacuum-cleaned; wire springs may be wiped with cloth with a few drops of lemon-oil.

Mattresses should be brushed and beaten with flat rattan beater, or vacuum-cleaned.

Note: The mattress that is turned and aired frequently will last longer.

TO CLEAN MIRRORS AND PICTURES

In washing mirrors, care is necessary lest water seep under frame or backing.

Use a soft non-linting cloth.

Moisten with clear water and wipe mirror, but keep water from frame and backing;
or, wipe with soft cloth moistened with a few drops of alcohol.

Protect varnished frame. Alcohol dissolves varnish.

Note: Mirrors hung where sunlight strikes them will finally become clouded.

TO CLEAN WINDOWS

Clean windows when sunlight is not directly on them.

If very dusty, brush first with hair dust-brush.

Use soft cloths and warm water containing a few drops of ammonia.

Wash, and then with clean non-linting cloth wipe dry.

Kerosene or denatured alcohol will assist the work in freezing weather.

Whiting moistened to a milky paste may be used on windows and allowed to dry; then wipe off the white film.

Note: In using whiting for window cleaning, finish cleaning before floors and rugs have had their last dusting.

TO MAKE CLEANING SOLUTIONS FOR WINDOWS

- 2 qts. warm water plus 1 tablespoon borax
- 2 qts. warm water plus 2 tablespoons vinegar
- 2 qts. warm water plus 2 tablespoons household ammonia
- 2 qts. warm water plus 1 tablespoon kerosene
- 2 qts. warm water plus $\frac{1}{2}$ tablespoon rubbing alcohol (POISON)

Note: Last two are for freezing weather; last three are for atomizer spray.

TO CLEAN WINDOW SHADES

Heavy, good-quality shades will respond to careful cleaning.

Make a soap jelly, as usual for washing rugs (p. 70).

Lay shade straight on smooth surface.

Apply jelly cleaner with soft brush or cloth.

Work in straight lines and with even pressure.

Do a little at a time.

Rinse immediately with cheesecloth wrung out of warm water.

Wipe dry with clean soft cloth.

Note: Weekly dusting will reduce need of washing.

TO CLEAN SLAT WINDOW SHADES

Dust carefully each week before they are very soiled.

Wash as for paint (p. 12).

Lay folded dry cloth close to tapes for protection against water.

Note: A divided dusting brush makes cleaning easier.

TO REMOVE CANDLE WAX

1. From furniture

Carefully crack off large pieces.

Lay non-linty cloth or blotting paper over spot.

Warm an iron just enough to soften wax.

Hold iron close above (not on) wood to melt wax.

Press cloth with fingers and move as wax is absorbed.

Do not touch wood with iron.

2. From cloth

Crack off large pieces.

Put spot between layers of clean cloth.

Press with warm iron, moving cloth as needed.

Any color is removed as dye stain after wax is gone (p. 60).

Note: Carbon tetrachloride is a non-inflammable grease solvent.

FLOORS AND FURNITURE

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GENERAL DISCUSSION OF WOODS

Hard woods are more expensive but wear well.

Soft woods can be filled, the pores closed to prevent wear.

All woods should be finished with a smooth surface.

Oil, fill, stain, shellac, wax, varnish will all change the wood in color, but also increase its endurance and assist in its care.

Sandpapering will remove unevenness or surface spots. Rub first with No. 1, finally No. 00 paper. Steel wool will be lighter in effect and is often used for furniture. It comes in sizes 1-0-00. Rub with the grain lengthwise.

Oil, with or without stain, will darken raw wood. Oil stain gives greater service than water stain. Each application of thin oil will darken color tone. Apply lengthwise of board and finish each length to prevent streaks. Give oil time enough to dry.

Filling comes after oiling. Some filling will need staining to match wood color. Paste fillers are applied across grain, must be rubbed in well to give smooth surface. Ash, beech, butternut, high-grade oak need paste.

Liquid fillers: A pure white shellac is excellent. For indoor work a filler and a surfacer will wear, but for outdoor work or water-resisting surfaces always use a spar varnish.

Shellacking: Fine work is done, as on furniture, with very thin shellac. Let dry, rub down; apply second coat, and rub down.

Waxing is good for oak, mahogany, and walnut. Use beeswax or white wax in paste form. Cut in thin shavings and lay between two thicknesses of soft linen. Rub on briskly, let dry a bit; then rub against grain, then with grain. A block of wood or a brick sewed into cloth or felt makes a good polisher.

Varnishing: Buy high-grade varnish. Have high-grade brush, clean and perfectly dry, of width suitable enough to reduce strokes. Work temperature is about 70° F., the air dry, and the room dustless. Let each coat dry 3 or 4 days. Apply several coats as needed. After first coat is dry, rub with No. 00 sandpaper evenly and lightly, with the grain. Finish succeeding coats with pumice or rottenstone and raw linseed oil, using even, circular strokes.

TO REMOVE ALCOHOL SPOTS FROM WOOD

Alcohol in spilled perfumery, medicine, etc., dissolves varnish.

Rub at once with fingers, as for water-spots (p. 12).

Rub with soft non-linting cloth and lemon-oil.

Mix lemon-oil and rottenstone into a creamy paste, rub in circles, keeping plenty of oil in mixture.

With soft cloth and oil wipe up rottenstone.

Rub in straight lines, finally, with oil.

If rottenstone has scratched and gloss is lessened, put on coat of good varnish (p. 16). Let dry.

Rub again with oil and rottenstone, using light strokes in straight lines.

Note: Rottenstone used alone scratches.

TO REMOVE FINGER-MARKS FROM WOOD

On Paint

Moisten a soft piece of cheesecloth with clear water.

Rub off mark and wipe dry with second cloth.

For stubborn stains:

Dip moistened cloth into whiting.

Rub spot lightly. Rinse off with damp cloth.

Wipe dry.

On Varnish

Use dampened cheesecloth and dry cloth, as for paint.

Polish with a few drops of lemon-oil.

For stubborn stains:

Use furniture wash (p. 12).

Note: A prepared polishing mitten makes polishing of varnished furniture easy.

TO REMOVE SCRATCHES FROM WOOD

Oil and furniture-polish darken scratches. If scratch is deep, try to darken with wood stain or a cloth that bleeds a little of its dye.

Rub with lemon-oil or boiled linseed-oil.

If very deep, the following special treatment must be given:

Rub lightly with steel-wool size 00 and oil.

Make a pad of folded soft non-linting cloth.

Rub on paraffin oil and then a little shellac with least possible pressure.

Keep cloth down close to scratch to keep air from clouding shellac.

When dry, polish by rubbing.

Note: Shellac clouds when air mixes with it. Do not lift pad when rubbing.

TO REMOVE WATER-SPOTS FROM POLISHED WOOD

Water makes a filmy gray spot. If not too deep, rubbing with the finger-tip will remove.

To Remove

Use a small piece of cheesecloth tightly wrung out of hot water with 2 or 3 drops of household ammonia in it.

Rub lightly and quickly with this cloth; then instantly rub with a soft oiled cloth. Finally go over the whole surface with oil.

Rub until all extra oil is used.

Note: Keep coasters under glasses. Guard floors from dripping umbrellas.

TO WASH PAINTED FURNITURE OR WOOD TRIM

Make soap solution:

1 qt. hot water

$\frac{1}{2}$ c. white soap-flakes

Make into a liquid

Let cool to jelly form

Stir in $\frac{1}{2}$ c. whiting

Use this mixture with water and soft cloth.

Rinse with clean cheesecloth and warm water.

Wipe dry.

Note: Whiting may be bought at paint shop.

TO WASH VARNISHED WOOD

Mahogany, Walnut, Maple, Oak, or Pine

Remove all dust first.

Use cheesecloth for washing and wiping woods.

Prepare 1 qt. boiling water

3 tablespoons lemon-oil

1 tablespoon turpentine

Wring cloth as dry as possible from this solution.

Wash a small space at a time.

Wipe immediately with cheesecloth.

Carvings may be cleaned with soft brush and solution.

Note: This wash polishes because it cleans.

Protect wall-paper or cushions with folded paper lest oil spatter.

TO STORE FURNITURE POLISHING CLOTHS

Furniture polishes are likely to have turpentine, varnish, benzine in them. They are dangerous because of risk of fire. Wash out. If polishing cloths are to be kept, store them:

1. In tin cans, tightly covered.
2. In covered stone crocks—far safer.

Note: Painters' cotton-waste bought at paint shop is cheap and may be burned rather than kept after using.

TO CLEAN WICKER

To preserve wicker, spray with water. This will remove dust and keep reed from drying and cracking.

Cold water will not harm real wicker, varnish, or paint.

Wicker furniture may be brightened with furniture wash and wiped dry (p. 12).

The oil in mixture will brighten and soften reed.

Clean with soft brushes in deep cracks and wipe dry.

Note: Furniture may be put in bathtub for spraying.

TO SWEEP HARDWOOD FLOORS

Use long-handled hair brooms.

Take up all dust on a dust-pan.

Finally, dust before laying rugs, with a bag on the broom or with an oil-mop.

On waxed floors, a dry or chemically treated mop is best.

Note: For large surfaces dustless sweepers reduce work. Use sawdust moistened with a little oil for a final cleaning.

TO CLEAN PAINTED WALLS

Keep walls well dusted, using soft clean cloths or soft clean hair wall-brushes.

Wash with a soft cloth and heavy soap-suds or washing-soda solution:

Soap solution—2 cups soap-flakes to 1 gal. water.

Soda solution—1 cup washing-soda to 1 gal. water.

Begin work at top of room.

Wash with even strokes downward.

Rinse with clear warm water and a soft cloth.

Change rinse-water very often.

Wipe dry as each section is finished.

Note: While washing wall, hold a heavy strip of cardboard against woodwork. A pair of rubber gloves saves hands from soda.

TO CLEAN WALL-PAPER

Keep walls well dusted, using soft cloths.

Soft, long-handled hair brooms are best for gilt papers.

Use firm, even stroke, trying to have cloth take soil. Do not scratch.

Gum and paste cleaners are like erasers, but too often smear.

Note: Frequent dusting is cheapest and gives best results.

TO REMOVE GREASE FROM WALL-PAPER

Great care is needed.

Moisten a piece of absorbent cotton with a grease solvent—carbon tetrachloride or alcohol.

Apply cotton to grease spot with pressing motion.

Hold until solvent absorbs some grease.

Repeat with solvent on clean cloth.

Let dry and note degree of change. This takes time.

Repeat.

Note: Success is the result of patience and no rubbing.

TO BLEACH UNFINISHED WOOD—TABLE TOPS AND SINK DRAINBOARDS

To Clean

Use cool water and an abrasive cleanser.

Scrub with stiff brush.

Scrub lengthwise with grain of wood.

Rinse well and wipe dry.

To Bleach

Use oxalic acid solution—POISON (p. 59).

Apply acid with brush or wad of paper.

Let stand 10 to 15 minutes.

Scrape off softened wood. Repeat if needed.

Rinse with ammonia and water.

Rinse with clear water. Wipe dry.

Steel-wool No. 1 will smooth surface.

Note: New drainboards may be soaked with hot linseed-oil to reduce spotting.

TO FILL WOOD BEFORE PAINTING

Buy a filler stained to match the wood.

Apply filler with a wad of excelsior or rough cloth. Rub across the grain of the wood.

Let filler dry and then rub lengthwise of wood.

When thoroughly dry proceed with next process—paint, varnish, or wax.

Note: Filling the wood gives better top-surface.

TO STAIN WOOD

Different stains produce different-colored woods.

Added applications of stain darken wood.

To Use Stain

Test on newspaper to determine approximate shade.

Apply with paint-brush or folded cloth.

Let remain a moment, then wipe off, unless dark color is desired.

Two short applications give best color-tone.

Oil and wax after stain will darken finish.

Polishing may finally be done with wax or varnish (pp. 15, 16).

Note: A dark stain is difficult to lighten.

TO POLISH WOOD

Use equal parts (1 to 1) of turpentine and boiled linseed-oil.

Apply with even strokes.

Rub against grain of wood, then in straight lines with the grain.

Wood should have time to absorb oil; then rub thoroughly.

Repeat and continue until gloss is satiny.

Note: Result depends on rubbing.

TO WAX WOOD

Wax is a finish for polishing wood. Too much makes wood sticky and gummy; waxed floors are slippery.

Use either hard or liquid wax, but "a little goes a great way."

Polishing may be all that is needed.

Remove old wax with cheesecloth moistened in denatured alcohol;

Note: Rubbing polishes.

TO DULL VARNISH

Varnish is dulled or high gloss removed by using rottenstone and oil.

Mix rottenstone with either lemon-oil or boiled linseed-oil to a thin creamy mixture.

Make a pad of soft muslin or cheesecloth.

Rub in straight lines, with even light pressure. Work with grain of the wood.

Wipe off all rottenstone with clean cloth and clean oil.

Polish with clean felt to produce a soft, dull finish.

Too much rottenstone and not enough oil will scratch and break varnish.

Correct by a second coat of varnish and, when dry, try again to dull it.

Note: This treatment, repeated 2 to 3 times, gives best finish.

TO REFINISH OLD FURNITURE

Remove old varnish with liquid varnish-remover. Buy at paint store.

Apply varnish-remover with paint-brush.

As fast as varnish softens scrape it up, using a spatula. Collect old varnish in crushed newspaper.

Wash with denatured alcohol or turpentine.

New stain may be needed to darken wood (p. 15). When color is right, dry thoroughly.

Finish with wax, varnish, or shellac (pp. 15, 11).

Note: Each coat must dry thoroughly before another is put on.

TO USE OLD PAINTS

Old paints of *like kind* may be mixed. Mixed colors may cause happy surprises.

Use wooden paddle for stirring.

Strain paint through kitchen strainer or cheesecloth tied baglike over empty pail.

Note: Mixing paints is an art, like mixing dyes.

TO CLEAN PAINT-BRUSHES

Paint-brushes are easily cleaned if paint is fresh.

Press out excess paint by drawing brush through fold of old newspaper.

Rub kitchen soap on flat brush. Do not break bristles.

Press and squeeze out soap and paint.

Rinse well and hang brush up to dry by using a string.

Wrap brushes in paper to keep clean.

Old, dry brushes will require a special paint-remover as a cleaner.

Lacquer, shellac, and varnish brushes cannot be washed. Clean with special cleaner or carbon tetrachloride.

Note: Each brush should be kept for its special job.

FLOOR COVERINGS

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GENERAL DISCUSSION OF FLOOR COVERINGS

Carpets and Rugs

Various fibres—wool, cotton, straw, jute, wicking, twisted paper—may make up carpets or rugs. Carpets are larger and require vacuum cleaning for ease of cleaning and sanitation. Rugs or druggets, if not vacuumed, may be shaken at the cost of much handling and questionable cleanliness.

Woven-in fibres—whether wool, cotton with color dyed fast before weaving, straw, twisted paper, or a stenciled pattern, varnished on top and glued on the bottom—control the work of cleaning or stain removing. Here, as so often, the housekeeper must clean according to her possession. (See Index.)

Good cotton rag rugs will wash at the laundry, or a small one may be washed in a home washer. Rug cleaning (p. 70) will give a surface freshening. Otherwise send rugs to the rug cleaner, who has facilities for thorough work.

Matting of grass, hemp, and twisted paper have glue or varnish as part of their composition, and naturally water and general washing solutions may dull color of finish (p. 20).

Note: Much household ammonia in water to "brighten colors" may soon dull them.

Linoleums

Composition floors, "battleship" linoleums, or cork carpets give service but need care. Whether thick or thin, they are made of a composition of oil, ground cork, dyes, and wood flour pressed on a burlap-like cloth. So don't track dirt, sand, or liquids. Don't scrub with strong soaps and scouring powders, as these remove the oil binder.

Printed linoleum has a stamped pattern on thin cloth. This can be ruined by scrubbing with strong soaps or gritty scrub powders.

To wash: Use only warm water and a good hand soap; wipe dry. Liquid wax will polish it. Use only a little, rub it in with a cloth or small clean dry mop. Let dry before tramping.

Note: Small, easily cleaned rugs on working centers will save linoleum.

Tile or Composition

On the whole the floors need a dustmop with no oil. Use hairbrush as a broom. To wash, use cool water, soap only as necessary. Wash and mop dry. Many of the types of floors may have a self-polishing wax or special paint which holds down the dust as on concrete floors.

Note: Trisodium Phosphate—4 oz. to a gal. of hot water.

TO CLEAN CARPETS AND RUGS

Daily brushing—use carpet sweeper.

Weekly cleaning—use vacuum cleaner (p. 80) or good clean broom.

Sweep evenly, going across the width of carpet.

Be sure to overlap the broom strokes so as to be thorough.

Sweep well the ends and edges, as moths may nest there if undisturbed.

At special cleaning times, turn wrong side up and sweep.

Keep broom on floor when sweeping. Do not flirt the broom in the air.

To reduce dust and brighten carpet, use bits of paper moistened or old tea leaves.

Note: Use little moisture. Remember, water plus dust equals mud, hence cloudy floors and carpets.

TO CLEAN COMPOSITION FLOORS—CORK, RUBBER, CEMENT

Brush free from sand and dust before special cleaning.

A grooved or rough floor is easier to clean if swept first with a hair broom.

Use mild soap dissolved in warm water. Alkali soaps or cleaners often leave white deposit.

Rinse in clear water. Wipe with dry mop.

Sawdust moistened with a few drops of lemon-oil makes a dustless sweeping mixture.

Floors with grease or mud on them require special cleaning. Prepare solution:

1 gal. water

1 cup neutral soap in solution

1 cup neutral soda; stir in with soap mixture.

Note: White floors require daily care.

TO WASH LINOLEUM

Brush up all dust and particles.

Prepare warm soap-suds, using soap solution:

$\frac{1}{4}$ c. mild soap

1 qt. hot water

Let cool. $\frac{1}{4}$ c. lemon-oil may be added. Stir well.

Scrub with a soft, long-handled brush and wipe with a mop.

If only soap is used, give a final rub with a few drops of liquid wax to each square foot of linoleum.

Note: Strong soaps or washing-powders destroy the oil ingredient in the linoleum and help to harden it.

TO RENEW LINOLEUM

The wear of linoleum depends on its depth or quality and upon its cleansing.

Buy good colors but choose little solid white—it shows soil.

Wash with warm water and fine soap. Use no soda or stiff scrubbing-brush.

Wash off all soap and wipe floor dry.

To protect linoleum, lay small extra pieces at stove, refrigerator, and sink, like rugs.

Waxing linoleum in halls and places other than kitchen will reduce need for washing (p. 19).

If floor is to be scrubbed, when linoleum becomes old varnish once in 6 months.

Note: Real linoleum is made of cork and oil composition.

TO CLEAN MATTING

Cool water with a few drops of ammonia will clean matting. Hot water and strong soap will darken and yellow it.

Grease spots may be taken out by using:

1. Cold water and soap
2. Dry starch and alcohol
3. Carbon tetrachloride

Note: Frequent cleaning with the vacuum cleaner will lessen need for washing.

TO RETINT MATTING

Clean matting and let dry.

Mix oil tints to match pattern.

Retint with small paint brushes.

Work carefully, and use little paint to prevent running and smearing.

Let dry thoroughly.

Put on shellac or varnish.

Note: Worn matting may be worth only a coat of spar varnish.

KITCHEN AND BATHROOM CARE

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GENERAL DISCUSSION ON KITCHEN AND BATHROOM CARE

The *kitchen*, as the place where food is prepared, should be spotless. It will need tidying up at least twice a day. Put every utensil, dish, and tool back in its place when clean. Dust all crumbs of food from working surfaces, and brush floor. Remember that crumbs invite vermin. Wipe up small spills immediately.

Daily care of the stove saves much weekly cleaning. Wipe up spills with wad of paper; brush burned food from burners.

Keep refrigerator fresh and spotless. Check over contents and use left-overs.

Plan to clean and straighten closets in rotation, to avoid heavy cleaning. Empty garbage and rubbish daily; have no dirty or damp spots to harbor vermin.

The *bathroom* also needs daily care. Teach the family to leave the bathtub and basin clean and dry after every use, the shower curtain fully opened to prevent mildew, and the towels hung straight. Long glass curtain rods provide space for hanging towels without crowding. There should be at least two changes of towels each week.

Soiled clothes, if dry, go into a convenient hamper. If damp, they must be hung to dry, or they will mildew.

Good daily care of the bathroom will make the weekly cleaning an easy task.

TO USE AN ICE-REFRIGERATOR

Keep dry to save ice.

Wash ice before putting into refrigerator.

Cover broken eggs and strong-smelling foods.

Chill drinking water in a bottle and so avoid chipping ice for table.

Keep very clean from spills and sticky dishes.

Cooling food before putting into refrigerator saves ice.

Note: Waxed paper saves dishes and space.

Wrapping ice increases temperature of box, as it prevents cold from spreading.

TO USE A MECHANICAL REFRIGERATOR

The cleanliness of any refrigerator is necessary for food economy, and vital for the health of the family.

Cool all food before placing in refrigerator; this will save electricity and keep evenness of temperature.

Save good table-china by using suitable storage-dishes. They should be compact and economical in shape. Have several with covers for strong-smelling food.

Bottles for drinking-water are easier than using cubes. Rubber cube-trays are easier to use than metal ones for making ice-water.

Arrange foods by using compartments as suggested by your refrigerator manufacturer.

Covered vegetable fresheners must be cleaned frequently to remove excess moisture.

Defrosting is a necessary requirement in the case of mechanical refrigerators. This is done about every 2 weeks for greatest efficiency. A heavy ice formation defeats the purpose of the refrigerator by preventing the proper cooling of the box. To defrost, follow directions of manufacturer.

Note: The mechanical refrigerator is less likely to have a large percentage of food loss because it is dryer than an ice refrigerator.

TO CLEAN A REFRIGERATOR

Remove all food and racks.

Wash racks with ammonia and water.

Wash all compartments with ammonia and water, rinse, and wipe dry.

Cool, and replace food.

Note: Soap is not used regularly, as the odor too often remains.

TO CLEAN ICE-BOX DRAINS

Boiling water once a week will remove slime which forms in waste-pipe. Every refrigerator waste-pipe should discharge into an open drain. Drip-pipe and trap are removable, so are easily cleaned. Ammonia and water may overcome odor.

Note: An odor about a refrigerator means something is not clean.

CARE OF KITCHEN CABINETS

Heavy waxed paper makes good covering for shelves in cabinet. Put waxed paper close to wall; fasten with thumb-tacks. Cover bottoms of drawers in same way. Bring paper down to cover front edge of shelf. Hold down with narrow tape and thumb-tacks. If paint is preferred to paper, use high-gloss paint. It washes like a dish. Have containers properly labeled. Glass containers show contents better than tin. Wipe jars and bottles before putting back in closet. To clean outside, wash as paint (p. 12) or as enamel (p. 39). Clean porcelain surfaces with soap and water, not with gritty cleaner (p. 39). Polish hardware if nickel (p. 39); if chromium, use moist cloth (p. 37).

Note: Avoid spills—they invite ants.

TO OPEN FRUIT JARS

Turn jars top side down in hot water. Hold a minute or two, then metal tops will expand and loosen. Glass tops will need a bit longer to expand and free the rubber seal. Hot water will save jar tops and point of a good knife.

Note: Old rubber rings are never safe for a second use.

TO CARE FOR GARBAGE

Keep garbage dry; it is easier to store in the house. Grocery bags make good garbage-can linings. Drain off wet vegetable parings before putting in can. Use sink strainer. Garbage, unless collected, should be burned or buried for garden fertilizer. Bury deep in a pit and cover with earth to avoid attracting animals. Separate tin cans. Rinse free from food and store for future disposal. City home-owners sometimes have to pay for disposal of garbage unless incinerator is owned.

Note: Watch waste—the garbage-can tells stories.

TO CARE FOR GARBAGE-CANS

Line can with paper bag. Keep cover tightly closed.

Drain garbage to save space and to lessen rusting.

Empty can daily (p. 24).

Wash with hot water and soap-powder; use long-handled brush.

Scald brush and hang in air.

Disinfect if necessary with washing-soda or lye.

Rinse, then sun and air.

Note: Studying garbage will teach of food waste.

Heavy waterproof garbage-bags may be purchased.

TO OPEN A CLOGGED WASTE-PIPE

In kitchen sink, the obstruction may be grease.

In bathroom, hair, lint, or toilet articles.

Boiling water poured down the drain may cut grease.

Wire may push or loosen hair or lint.

Some traps may be opened with a monkey-wrench.

Place pan underneath to catch water.

Reach up and draw down obstruction.

Rubber suction-cup called "plumber's friend," is a cheap and simple tool.

Fill bowl or sink to cover cup of plunger.

Place cup over opening of basin or sink.

Press down and suck up, forming suction.

Repeat until pipe is cleared.

Pour boiling water through opening.

Note: Keep drains as clear as possible, but keep a "plumber's friend" handy.

TO CLEAN DRAIN-TRAPS WITH CHEMICALS

Hands and eyes must be guarded.

Use caustic potash or commercial drain-pipe solvent.

Put potash sticks in old pail (do not touch).

Slowly and carefully pour 4 quarts of hot water on potash. (It sputters.)

Pour solution into pipes and let stand 5 to 10 minutes.

Finally, pour boiling water down drain.

Night is a good time to work—less need to hurry work of potash.

Note: Lye or washing-soda makes hard soap and stops drains.

TO THAW OUT A FROZEN PIPE

Apply heat along pipe.

Use hot cloths, an electric heater or large electric lamp, or a lighted candle in a pan of water.

Open faucet nearest to frozen part of pipe. This will show when thaw starts.

Move any flame just enough to prevent too quick heating of pipe.

Hot cloths are slower but safer than candle.

Note: A dripping faucet on two lowest floors prevents freezing in intensely cold weather.

TO CLEAN A BATHTUB

Scrub with soft brush moistened with a little water and whiting or other fine cleanser.

For special cleaning use soap-jelly mixture (p. 12).

Rinse thoroughly with hot water to remove all cleanser.

Wipe dry.

Hard water may leave scum.

To remove, use kerosene with soap jelly.

Rinse and wipe dry.

Kerosene odor is destroyed by soapy water.

Polish nickel faucets according to rule, p. 38; chromium, p. 37.

Note: Porcelain is best cleaned with non-abrasive material.

TO CLEAN A FLUSH-CLOSET

1. Daily care is necessary.

Flush the closet each time it is used.

Put no heavy papers or cloths down drain.

To clean, use:

(a) String dish-mop with strings cut short—kept for this purpose.

(b) Toilet-brush.

(c) Metal forceps holding a wad of cheap toilet-paper.

Use soap and hot water in cleaning.

2. Special disinfecting is done once or twice a week.

Use dissolved soda, chloride of lime, or prepared chemical disinfectant.

Note: Mops and brushes may be scalded and aired, or kept in disinfectant. Metal forceps need only scalding.

TO MEND A LEAKY FAUCET

Modern plumbing has a stop-cock below each fixture.

Old plumbing systems have only one shut-off, in basement.

Shut off the flow of water before beginning to work.

The leaky faucet needs a new washer.

With all water shut off, unscrew big nut at the faucet. A monkey-wrench is necessary.

Draw out the handle-screw; at the end is a worn washer, leather or rubber.

Pry off washer with a screw-driver.

Put on new washer.

Replace the stem and reset the big faucet-screw.

Open water system by opening the shut-off.

Note: Leaky faucets cost money through water waste.

TO REMOVE COPPER CORROSION (*Verdigris*)

Copper salts produce green deposit with metals.

Wash with hot soap-suds.

Rub with paste of lemon juice and salt, or vinegar and salt.

Wash off and wipe.

Polish with cotton and metal polish.

Note: Lacquer for brass can be used except for food utensils.

TO CLEAN SHOWER CURTAINS

To air and dry quickly will prevent mildew.

Cotton curtains, without colors, may be bleached with Javelle water (p. 63).

Rayon curtains can be washed, tinted, and pressed as silk.

Oiled silk is wiped with soap and water, rinsed, and hung straight to dry.

Note: Thinner curtains are less care because they dry quickly.

TO CLEAN SINKS

Keep sink free from food scraps and grease—both invite plumbers.

After every dish-washing, flood sink with very hot water.

Washing-soda dissolved in *boiling* water cuts grease. Be careful to use much water.

Porcelain sinks are cleaned with whiting or any non-gritty cleaner (p. 39).

Copper sinks are cleaned like brass (p. 37).

Polish faucets (p. 39).

Note: Hardened grease clogs pipes, causes odor, and invites vermin.

TO CLEAN ELECTRIC PERCOLATOR

Do not put any electric element into water.

Use a mild abrasive like steel wool o or oo, or a non-scratch cleaner.

Use a little water so the cleaner and metal are in contact.

To sweeten pot, use a little water plus juice and rind of 1 lemon.

Percolate 5 minutes; then let stand until cool.

Between times of using, leave open to air.

Note: The acid removes dark oxide of metal.

TO USE ELECTRIC WAFFLE IRON

Directions are usually sent by manufacturers.

Otherwise apply to inside grids a little melted non-salt fat or 2 tablespoonfuls of water.

Heat iron at low temperature 6-8 minutes, or until water has turned to steam.

Wipe off excess fat.

Pour batter on middle and let spread to 1 inch from edge.

To clean:

Heat until bits of batter crisp; turn off heat.

Brush with stiff wire brush.

Use no water, lest it cause short circuit.

Clean outside as nickel (p. 38); chromium (p. 37).

Note: Automatic waffle irons have heat control.

TO CLEAN CUT-GLASS CRYSTAL CHANDELIERS

Unhook individual crystals, using tray or basket to prevent falling.

Use care not to bend wires.

Wash like cut-glass (p. 32).

Note: To save wiping, lay in sawdust or very soft cloths.

HEATING APPLIANCES

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GENERAL DIRECTIONS FOR CARE OF HEATING APPLIANCES

Every heating system has a characteristic point of its own. Time and money, to say nothing of patience, will be saved if an expert is called to explain how to use and care for the installation efficiently.

The *firepot*—whether a brazier, an open fireplace, or an elaborate stove or furnace—must be clean, that is, free from ashes, clinkers, soot, grease, or spilled food.

Dampers, which control the intake of air and the outgo of soot and smoke, must be kept clean. The chimney itself must be occasionally freed from soot, lest this catch fire and, in turn, ignite the roof.

Every system needs a cleaning at least once a year, depending on its age and the material burned. Ventilators, drafts, radiator flues, registers, smoke pipe—all should be cared for.

This is most easily done in the spring after the fires are out. Take out all ashes to prevent corroding or rusting. Clean the smoke pipe, especially if it is long and lies rather flat. Clean fans and ventilators to prevent dust from blowing through the house. Put a drop of oil on hinges, dampers, etc. See that grates are not cracked.

Safety precautions must be taken with all fires. Use screens before fireplaces. In the furnace, see that bed of fire is not above fire grate. Clinkers can be removed by adding 1 pint of oyster shells to the fire. These will heat and blow off the clinker. Never use kerosene to start a fire. Put hot ashes in a metal container. Keep oil heaters and stoves clean. Clean wicks daily.

Room heaters should never be less than 18-20 inches from the wall. Keep piles of papers and oily rags away from fires. Store the rags in metal or stone crocks or wash with strong soap-suds and dry if needed for use.

TO MAKE A FIRE IN A FIREPLACE

Place andirons or bricks to act as grate for fire material.

Push wood ashes to back of fireplace.

Lay in plenty of crushed paper.

Lay dry kindling on paper. Arrange firmly but not too close, as air must come to burning paper and wood.

Place 2 big sticks of wood on top of kindling.

Light fire at lowest part of grate.

Set fire shield as protection against sparks.

Note: A good foundation is as necessary for a fire as for a house.

TO MAKE A FIRE IN A STOVE OR FURNACE

Put crushed paper or shavings on grate. Use 1 medium-sized newspaper for stove, 2 for furnace; open each page, crush loosely.

Next lay on pieces of small kindling, as from old boxes. Then put on heavier wood.

Put wood on crisscross so flame from paper will ignite the wood.

Put 2 or 3 shovels of fresh coal on the wood. (It is like building a fire "house.")

Regulate dampers by opening one at bottom of grate and one in chimney.

Light fire from under paper.

As wood and first coal burn, add more coal.

Half-burned coal can be used when fire is good.

Close lower damper when coal is burning red.

Close chimney damper to heat oven and house.

Note: A fire is fed by coal and regulated by dampers controlling air supply.

TO CLEAN WOOD AND COAL STOVES

Let fire go out.

Protect floor with paper.

Protect hands with gloves or paper bags.

Remove all ashes from top of oven, from ash-box, and from clean-out under oven.

Take down stovepipe once or twice a year to clean out soot.

Blacken stove and rusty stovepipe.

Polish trimmings as nickel (p. 38; as chromium, p. 37).

Note: A deposit of ashes around oven will hinder baking.

TO CLEAN AN OVEN OF SPILLED FOOD

Scrape up spilled food with griddle turner to reduce odor.

Better, place heavy cardboard under rack to catch spilled food.

When oven is cold, wash and clean, using crushed paper and warm soap-suds.

Follow with a few drops of kerosene, to prevent rusting.

Leave oven open to dry.

Note: Stove-blackening smudges dishes; do not use inside oven.

TO MEND A WATER-BACK OF A COAL COOKSTOVE

A poor quality of coal produces excess clinkers, which must be removed.

Intense heat and poking of clinkers may crack the fireproof lining of fire-box.

The water-back is thus exposed to excessive heat and will crack.

Note the name and number of stove for a time when replacing is needed.

Until new water-back arrives, mend with a dough mixture of mud or plaster of Paris and water. Spread with a flat stick.

Note: Oyster shells placed back of hot fire will break clinkers.

TO CLEAN ELECTRIC BURNERS

Turn on heat long enough to burn off spilled food.

Brush lightly with steel or copper wire brush.

Polish nickel or chromium with moistened cloth dipped in whiting or fine non-abrasive powder.

With damp cloth remove polish and then rub until bright and clean.

Note: Use no water. It causes a short circuit of electricity.

TO READ AN ELECTRIC METER

An electric meter has 4 dials.

<i>Meaning of Dials</i>					<i>Sample Reading</i>				
Right-hand dial total is				10 kilowatts	Right-hand dial reads				8
Second	"	"	"	100 "	Second	"	"		30
Third	"	"	"	1000 "	Third	"	"		500
Fourth	"	"	"	10,000 "	Fourth	"	"		0000

The pointer on each dial is usually between two numbers; always read the smaller number of the two. For example:

8 plus 30 plus 500 equals 538 kilowatt hours

Amount of electricity used is represented by difference between last reading and present one; keep a memorandum of readings with dates.

TO CLEAN GAS OR KEROSENE STOVES

Lay paper on floor to save work and to catch charred particles of food.

Remove racks from burners and ovens.

Remove enamel shields from burners.

Remove wicks or asbestos rings from burners.

With soft paper wipe off all char and have wick straight and even.

Put racks and burner shields in hot soap-suds to wash.

Wash stove with warm water and soap, and wipe with kerosene. Enamel stoves require only washing.

Replace wick and burner shields.

Wipe over racks with soft paper moistened with kerosene.

Light clean burners to complete drying and to remove odor of kerosene.

Note: Spilled food and grease clog burners. Good flame should be blue.

TO CARE FOR KEROSENE WATER HEATER

Wipe off wicks daily with soft paper or wick cleaner. Keep coils clean.

Take off removable parts and brush clean over a paper.

If soot forms, clean coils with thin, soft brush. Cover nose and mouth with cloth.

Note: Soot is produced by a dirty wick, or by poor air supply to burner.

TO CLEAN BURNERS OF A GAS STOVE

Remove all racks and burners.

Let soak in agate dishpan. Cover with water. Add $\frac{1}{2}$ to 1 cup washing-soda.

Boil out grease and food particles.

With stiff brush and knitting needle, clean all parts. Rinse and wipe.

Rub over with a cloth oiled in kerosene.

Replace all parts and light all sections. Burn until all parts are dry.

Note: Burners caked with food will give poor service.

TO REGULATE GAS-BURNERS

A blue flame gives heat with no soot.

A yellow flame gives less heat, with soot.

Every burner is likely to have a sliding regulator for air.

Loosen the screw with screw-driver.

If flame is blue, but pops or sputters, reduce air allowance.

If flame is yellow and soots the pans, open slide and let more air mix with the gas.

Note: Often yellow flame or soot comes from spilled food, clogged burners.

TO READ A GAS-METER

A gas-meter has 3 dials.

<i>Meaning of Dials</i>		<i>Sample Readings</i>
Right-hand dial is	100 - 1000	500
Middle " "	1000 - 10,000	9000
Left- " " "	10,000	70,000

The pointer on a dial is often between two numbers; always read the smaller number of the two. For example:

500 plus 9000 plus 70,000 equals 79,500

Amount used is represented by difference between last reading and this one.

TO CLEAN A HOT-WATER BOILER

Overheating causes water to boil and to become roily.

When water is cool, rust and other sediment will settle to bottom.

Usually a boiler has a faucet at its lowest level.

Draw off water and sediment through this faucet.

It may amount to 2 or 3 gallons.

When clear water comes, close faucet.

Note: Rusty water may come from iron pipes. Brass piping prevents rust.

TO CLEAN RADIATORS

Spread paper sprinkled with water under radiator.

Brush with flat radiator-brush or cloth on flat stick.

To brighten cleaned radiator, wipe over with warm water and few drops of lemon-oil.

Note: Moisture on paper holds dust.

TO CLEAN REGISTERS

Loosen holding screws, if any, and lift register out.

Place upside down on dampened paper.

Clean with dampened paper or soft old brush.

Wipe each blade of shutter and regulator.

Put back and refasten screws.

Note: A drop of oil helps regulator to work easily.

HOW TO LAUNDER

COTTONS AND LINENS

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SILKS, WOOLENS, ARTIFICIAL FABRICS

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GENERAL DIRECTIONS FOR CLEANING FABRICS

Fibres

Fabrics include animal fibres, wool and silk; vegetable fibres, cotton and linen; and artificial products. These have come to the market as a group called rayons, and are classified under various names as viscose, acetate, or spun rayon. Usually the fabric is bought and sold by the name suggestive of the fibre in the largest proportion, because many are blended together as one.

Cleansing

When cleansing any fabric, one should be able to depend upon statements by clerks or from manufacturers' labels attached or woven into the selvedge—facts which control the best way to obtain the most satisfactory results. Our pure textile law can be of great service.

Wools and *silks* are delicate, reacting badly to rubbing, to intense temperature, cold or hot, and to the chemical action of strong soaps or cleansers. They are short fibres woven into fabric, and this explains difficulty in handling such delicate fibres and the shrinkage of some woolsens.

Cottons and *linens* are of longer fibres, sturdy, will resist laundry processes more easily, and hence are better for daily housewear.

Color, adding the element of beauty, is always a question, because it is foreign to the fibre. The fabric may carry the load of color, but the dye may be only surface deep and sensitive to sunlight, hot suds, and ironing.

Ironing

In ironing, it is wise to protect the goods with cheesecloth between fabric and iron. *Cottons* and *linens* can be starched and ironed damp. This moisture saves fabric from the hot iron. Starch, poorly made, and a cool iron will cause the iron to stick to the fibre and yellow the goods.

For one who is inexperienced with *artificial fibres*, it is a wise plan to test a bit of the fabric with a cloth between; another test is to find a small spot in a seam to see what the effect of the iron will be.

Rayon can be washed like silk, but:

When wet it stretches—here is the time to shape it.

It is difficult to remove stains from.

It should be pressed on the wrong side.

It scorches with *more than* warm iron.

Nearly all of it may be dry-cleaned by an expert.

TO PUT CLOTHES TO SOAK

Empty pockets, turn down cuffs to remove dust.

Separate colored clothes from white.

Put white clothes to soak in cold water.

Fruit stains (except peach) treated with hot water before soaking (p. 64).

Rub soap on greasy clothes and then soak in warm water.

Rub lard on machine-grease stains, then soak in warm water with soap.

Note: Soaking clothes is economy of time, work, and materials.

TO MAKE SOAP

Preparation

Fat: Clean by boiling with water.

Strain through wire sieve.

Cool; fat will harden and can be taken off water.

Lye: 1 can lye in agate pan. (Put paper bag over hands.)

1 qt. water. Add to lye slowly.

Let cool before using. (Lye burns.)

Making

1 lb. clean, unsalted fat, warmed.

14 oz. lye solution (half of above solution).

Ammonia and borax may be added as extra cleaners.

Stir with stick until like honey.

Mold in wooden or cardboard box lined with waxed paper.

Cut next day for use.

Stack to dry and harden.

Note: Home-made soap is not as good chemically as the best commercial soap.

TO BOIL CLOTHES—WHITE COTTONS AND LINENS

Wash each garment clean (p. 50).

Soap each piece, especially very soiled places.

Place clean garments, after being soaped, in clear cold water.

Heat boiler of clothes, using enough soap to keep suds during boiling time.

Too little soap means that scum forms on clothes.

Boil 3 to 5 minutes.

Keep clothes down in suds and moved about.

Note: Cottons and linens need not be boiled each time, if they have had a hot rinse after washing.

TO WASH COTTON CLOTHES

Divide soiled clothes into groups:

1. Slightly soiled pieces—table linen, doilies, and scarfs.
2. Body-soiled pieces—pillow slips, sheets, cotton underwear, towels.
3. Colored clothes—cottons and linens.

See special directions for special fabrics (pp. 54, 65).

To wash, put to soak in cold water and if the water becomes soiled, empty and add fresh warm water.

Use dissolved soap for washing-machine.

Rub bar soap on each individual piece in hand washing.

Wash all parts of a garment, giving special care to parts like hems, under-arms, necks, and cuffs.

Use two hot rinses, one cold rinse, and bluing if needed.

Note: Soap and water must displace dirt by their dissolving power and by friction.

TO CARE FOR DIAPERS

A covered enamel pail is a first good assistant.

Flush diaper in water of toilet bowl to rinse.

Hold firmly to 2 corners to prevent it from slipping down pipe.

Rinse diaper in pail if toilet bowl is not available.

Let rinsed cloths stand in clear cold water in covered pail until ready to boil.

Wash the day's laundry in this pail with mild soap and water.

Bring to boil to remove stains (p. 49).

Rinse thoroughly in several waters. Leave no soap to irritate the skin.

Hang to dry in sun, if possible.

Fold down.

Note: No strong soaps or soap powders should be used on a baby's diapers.

TO PREPARE BLUE-WATER

Powdered or ball bluing should be dissolved and filtered through cloth.

Bottle, but always shake before using.

Fill tub or basin with clear cool water.

Add bluing to make color desired. Stir thoroughly.

Use less bluing for thin fabrics, for they hold bluing.

Note: Poor bluing may cause rust spots.

TO USE BLUE-WATER

Bluing is not needed each week.

Bluing counteracts yellow cast in clothes.

Too much soda produces yellow color.

Too much blue and too little rinse give gray clothes.

Bluing should be thoroughly mixed with last clean rinse water.

Open and shake a few garments at a time and swish them about in bluing.

If solid blues are used, stir water often to prevent streaks and spots.

Note: Boiling removes excess bluing.

TO MAKE STARCH

Choose smooth clean enamel pan for making starch.

A wooden spoon helps the stirring.

Lump starch is measured by rounded spoonfuls.

Mix in saucepan.

Mix 1 cup cold water

2 to 3 tablespoonfuls starch

Stir into 3 cups of boiling water.

Cook 5 minutes, stirring carefully to prevent burning.

When starch is cooked, it has changed from milky color to clear watery color.

Strain and use as soon as cool enough to handle.

To thin starch, use hot water.

Note: Starch will lump if not well stirred.

TO USE STARCH

Starch for white goods should be cooled enough to make work easy.

Bluing is put into starch for white clothes.

Thin materials require less starch.

One kettle of starch may be made and divided:

1. For either thin or thick fabrics.
2. For colored clothes.
3. For tinting fading garments.

Turn garments wrong side out to starch.

To do curtains, divide curtains and starch into lots, so all are stiffened alike.

Note: To tint curtains ecru, extract of black tea is better than coffee.

TO TINT STARCH

Starch should be carefully made.

Turn garments to be starched wrong side out.

Mix tint in small amount of water. Be sure tint is thoroughly dissolved.

Stir dissolved tint into strained starch until desired color is obtained.

If several garments are to be tinted same color, divide fabrics into two sets and divide starch into two parts.

By dividing, the garments will be more nearly alike in color and stiffness.

Wring and roll in a cloth and iron without entirely drying.

Note: If garments are dried and sprinkled, the stiffness will be less and color may be streaked.

TO DRY CLOTHES

With modern machines, wringer or extractor, it is possible to extract more water than by hand wringing.

Clothes may thus be partially dried and made ready for ironing without hanging. Outdoor drying of cottons and linens gives a time for sun and air to bleach and sterilize.

To dry, hang straight, place like garments together on line, and so organize the sprinkling.

Pin in shape. Fasten securely to line with several pins.

Note: Clean lines and pins will prevent dirty spots (p. 77).

TO SPRINKLE FOR IRONING

Sprinkle clothing evenly.

Heavy garments use more water.

Use fine sprinkler, or finger tips dipped in warm water.

Lukewarm water dampens best.

Table linen needs thorough sprinkling for best ironing.

Sheets are sprinkled most heavily at hems.

Sprinkle like things and stack together, then roll tight to distribute moisture.

Cover to prevent air from drying.

Let stand $\frac{1}{2}$ hour or longer.

Never sprinkle more than a day's ironing.

Note: Folding straight when taking from clothesline and sprinkling evenly make easy ironing.

TO IRON FLAT LINEN

Have clean ironing-board cover (p. 77) and clean iron (p. 78).

Pull and shape linen straight with selvage and hems.

"Torn" sheets shape more easily than "cut" sheets.

Use hem as guide to control ironing.

Iron half dry on wrong side first.

Iron entirely dry on right side.

Hold iron long enough to dry and glaze fabric.

Fine linen well moistened and ironed smooth and dry will need no starch.

All flat pieces may be folded and hung to air after ironing.

Bureau scarfs or table squares may be rolled on paper rolls to prevent creasing.

Note: Linen looks rough-dried if not sprinkled enough or if not ironed dry.

TO IRON BODY CLOTHES

Have clean ironing-board cover (p. 77) and clean iron (p. 78).

For ironing colored clothes, cover board with extra muslin or cheesecloth to prevent staining muslin cover.

Iron each section dry before proceeding to the next.

Iron lace or embroidery on wrong side on a pad (p. 79).

A sleeve board makes sleeves and small parts easy to iron without making creases.

Iron sleeves first, then they hang off the board.

Iron two backs or two fronts of waist next.

Iron skirts while waists hang off the board finished.

Plan to iron top ruffles first, and next on down.

Goods ironed dry will not wrinkle easily.

Note: Dresses will need a final pressing all over. Embroidered dresses are ironed wrong side out.

TO STERILIZE CLOTHES

Have garment thoroughly clean.

Soap and water aid in cleaning.

When clean, put in kettle or boiler.

Cover with water and add soap.

Bring water to boiling point; keep boiling 5 minutes.

Hot-rinse, and finally finish as daily laundry.

Boiling wool will cause shrinkage.

Note: Clothes from sickroom should be treated before leaving that room. Ask advice from nurse or doctor.

TO WASH SILKS, WOOLENS, ARTIFICIAL FABRICS

Silks and woolens are as sensitive as the human skin. Artificial silks, called synthetic textiles, are even more sensitive.

Heat and friction cause shrinkage.

Alkali soaps or powders stiffen wools and yellow silks.

Keep all wash and rinse waters at bath temperature.

Colored fabrics can stand less heat in washing than white fabrics.

Wash all these fabrics without rubbing or friction.

Use mild white soap and prepare heavy suds.

Dissolve soap in hot water and add to wash water. Cool to hand temperature.

Soap lumps will make spots on the fabric.

Squeeze and press garment in suds; wash thoroughly.

Change soapy waters until suds are white.

Rinse in several waters.

Squeeze free from water; do not wring with hands.

Roll in clean white cloth to squeeze surplus water.

Roll in cloths to dry (p. 55).

Note: Do not rub, pull or twist, but squeeze or press.

TO WASH SYNTHETIC OR ARTIFICIAL FABRICS

Use double care with water and iron temperature.

Some artificial fabrics actually "melt" under a too hot iron.

Always press with cheesecloth over goods and under iron.

Follow rest of above directions.

Note: Do not rub, pull or twist, but squeeze or press.

TO WASH KNITTED GARMENTS

See directions for washing silks and wools (p. 55).

Measure before wetting.

Use tape measure with garment flat on table.

Use full dressmaking measurements.

Write down measurements to be used for shaping after washing.

Lay washed garment on clean white cloth for measuring and drying. Do not hang to dry.

Colored woolens should have dry cloth between layers of wool.

Place cloth inside sleeves to prevent colors from bleeding.

Dry in same temperature as wash-water.

Shape during drying and use measure.

Note: Changes in temperature cause shrinkage.

TO ROLL SILKS, WOOLENS, ARTIFICIAL FABRICS FOR IRONING

Colors do little fading or bleeding,

when wash water is cool,

when fabric is not rubbed,

when soaps are in solution,

when rinse waters are cool,

when fabric is not wrung.

Take garment from water, squeeze by hand or press flat through wringer.

Have many clean muslins ready for rolling.

Lay garment on cloth on table. Put muslin inside between back and front of dress.

Draw pieces of muslin through sleeves. Have no two thicknesses together.

Lay dry muslin to replace piece on table.

Cover dress with muslin.

Roll garment so every thickness will be separated from its neighbor.

Woolens are shaken, shaped, and stretched to measure taken.

Note: If rolling is done carefully, there will be no streaks or mixing of colors.

TO IRON SILKS, WOOLENS, ARTIFICIAL FABRICS

These fabrics all scorch and glaze if ironed wet. Some shrink.

They are best ironed when barely damp, to allow shaping of garment.

Never place iron directly on fabric; use cheesecloth between iron and fabric.

A hot iron shrinks silks and woolens, and actually shrivels some artificial fabrics.

Use a cooler iron for these fabrics than for cotton.

Artificial or synthetic fabrics must have less heat even than natural silks and woolens.

Use care to iron with straight of material, shaping with left hand.

Woolens should be pressed with a moist cheesecloth under iron.

Tailors will press dried woolens.

To iron wet woolens will shrink them.

Knitted garments are shaped and dried to measure (p. 54).

Note: Lumpy or wrinkled ironing-board covers will mark these fabrics.

TO CLEAN LACE CURTAINS

Curtains are washed according to material.

Put curtains to soak in lukewarm water with soap.

Squeeze and press to remove dirt without rubbing.

Change wash-water until there is no discoloration.

Rinse well. Tint white curtains with pale bluing; for ecru curtains, use a clear black tea liquor strained through heavy muslin.

Squeeze out rinse water, measure tint water for 1 pair, measure amount of tea for each pair.

Open out and flush about to prevent streaks of tint in folds (p. 71).

Note: Curtain frames soon pay for themselves.

TO PIN LACES

Pin fine laces while still wet to allow stretching and shaping.

Pin on stretched muslin, stretch taut on board or on towel like pillow roll.

Use only non-rusting pins.

First pins are shaping pins, giving length and width.

Second pins form points and scallops; third, round scallops, set points; fourth, open picots.

Let pins stay until dry.

Note: Every pin should be set on a slant to resist shrinkage.

TO CLEANSE HANDKERCHIEFS

Collect handkerchiefs used for colds in a paper bag.

To wash:

Lower the bottom of bag in warm salted water.

Lift out bag without handling contents.

Salt cuts mucus and phlegm.

With fresh, warm soapy water do the washing.

Note: This method saves contagion.

STAIN REMOVAL

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GENERAL DIRECTIONS FOR REMOVING STAINS

This is careful work and with testing and experience is a fascinating task. Make up the various solutions suggested. Use red labels to state POISON caution. Have on hand 3 or 4 glass droppers, 1 for each solution. To mix droppers is to spoil the chemical results.

A stain outfit needs:

Solutions

1 qt. white enamel bowl

2 enamel $\frac{1}{2}$ -pt. cups for measure

1 white soft absorbent cloth

To know the cause of the spot is nine-tenths of the success of removing it. Work carefully and only with time to finish.

Solvents:

Water dissolves sugar.

Carbon tetrachloride dissolves grease.

Absorbents:

Fuller's earth absorbs grease.

Dry starch absorbs blood.

Cornmeal absorbs greasy soil of drapery.

Detergents:

Remove grease spots on heavy clothing when not to be washed.

Bleaches:

Borax, ammonia—as mild bleaches for wools and silks.

Oxalic acid (p. 59) for ink on silks and wools, if dilute.

(Don't leave in fabric; rinse out well with dropper.)

Potassium permanganate—a co-worker with oxalic-acid solution. (See stubborn stains, pp. 63, 64.)

For *small stains*, and those one hopes to remove without washing:

Spread stain over small bowl.

Use dropper to control the smallest amount; follow directions.

Rinse with dropper. The chemical must be withdrawn. It is harmful when it has done its work.

Helpful suggestions: Always remove first the stain which is most difficult:

Coffee with cream—as cream.

Strawberries with cream—as cream.

Egg and sugar stains will brush off.

For *stains on risky colors* and materials:

Use stain remover by placing very thin gauze over end of first finger.

Put spot on dry pad soft enough to absorb quickly.

Just moisten with least amount of liquid, so completely but so gradually that the fabric is barely damp. Change pad with each application of remover.

TO MAKE AMMONIA SOLUTION FOR STAIN REMOVING

$\frac{1}{4}$ c. household ammonia

$\frac{1}{4}$ c. cold water

Mix and bottle. Use tight-fitting cork.

Label "Half-Strength Household Ammonia."

Note: Ammonia used too strong weakens colors.

Ammonia neutralizes acids such as oxalic.

TO MAKE OXALIC ACID SOLUTION FOR STAINS

Put in bottle with a good cork:

1 teaspoon oxalic acid crystals (poison)

$1\frac{1}{2}$ cups water

Label and shake.

Use when crystals are dissolved. Keep corked.

Tie *red string* around neck of bottle or use red label and mark POISON.

Label "Half-Strength Oxalic Acid."

To use: Apply acid with dropper or pointed stick.

Follow acid with dilute ammonia solution or soap and water.

Note: Do not fail to neutralize acid.

TO REMOVE SMALL SPOTS FROM FRESH TABLE LINEN

1. Clear fruit (except peaches)

(a) Place bowl under stain.

(b) Pour boiling water through stained linen.

(c) Wipe off excess water after stain is gone.

(d) Shape linen.

(e) When half dry, press with warm iron to glaze linen.

For peach use bleach (p. 64).

2. Grease spot

(a) Place bowl under stain.

(b) Cover the spot with soap-jelly.

(c) Rub with tip of finger or soft brush.

(d) Rinse with warm water to carry off soap.

Repeat (d) and (e) above.

Note: Be sure stain is all removed, lest warm iron set it.

TO MAKE HOUSEHOLD DETERGENT

Use $1\frac{1}{2}$ ounces white Castile soap

1 pt. hot water

Add 3 quarts cold water

1 oz. alcohol

1 oz. ether (Handle ether near open window.)

4 oz. ammonia

Bottle in tightly corked bottles.

This recipe is excellent for sponging heavy woolens like children's coats, men's coat collars and vests; not for colored silks.

Note: Druggist will sell the 3 ingredients measured ready to add to the 3 qts. of soap solution.

TO USE CARBON TETRACHLORIDE

This is for grease removal on dry material.

Lay grease spot on a pad of soft white cotton cloth.

Moisten cheesecloth with 1 or 2 drops of carbon tetrachloride.

Gently apply to grease stain (see below).

Rub lightly and use least possible amount of cleanser.

Work daintily and each time rub lightly with a dry cloth.

Note results and repeat if necessary.

Keep pad changed. It is absorbing the grease.

Note: Success follows light strokes, moist and not wet rubbing cloth. For very delicate fabrics use a dry cheesecloth over the carbon tetrachloride rubbing cloth.

TO REMOVE SPOTS WITHOUT WASHING—CALLED SPOTTING

1. Egg, sugar, blood, cheese, fish, removed by cold water.
2. Butter, cream, milk, gravy, cocoa, candle wax removed by grease solvent. Use carbon tetrachloride (see above).

To Remove

Lay spot on a pad of clean soft white cloth.

Dampen cheesecloth with spot remover.

Place a dry layer of cheesecloth over damp cloth.

Rub gently with light stroke on up and down of fibre.

Do not wet the garment but try to dissolve the spot by rubbing.

Change pad under spot each time remover is used.

Note: Overwetting causes rings.

Rough, dry cloth may remove water and sugar spots by just rubbing.

TO PROTECT COLORS IN SPOT REMOVING

Follow directions for spot removing (p. 60).

In very special work:

Use spotting cloth same color and about same material.

Work so slowly that almost no moisture is present.

Good dyes, good material will reward painstaking work.

For wash goods, protect color by streaking a little soap on edge of spot as a wall against chemical remover.

Note: Bad dyes are uncertain at best.

Save scraps from sewing for this work.

TO PREVENT RINGS AFTER SPOT REMOVAL

Rings may come from removing dressing of the fabric or from using too much liquid at a time.

First—Rub spot, especially on silks, with rough dry cloth only. Results often good.

Second—Always use thin gauzelike cloth for applying liquid cleaner of any kind.

Third—Have pad folded under the spot.

Fourth—Moisten a layer of thin cleaner cloth, press up close to neck of bottle to get the least possible liquid.

Cover this moistened spot of the cleaner with a dry layer—this controls spread.

Change underpad. Repeat.

Prevention of rings depends upon light manipulation and slow, careful work.

Note: Use no dry powders on silks such as taffeta.

TO REMOVE IRON RUST FROM LINEN

If rust is from fresh rusty water, quickly wash out.

Apply lemon-juice with warm water, then soap and water.

Old rust stains must be treated with chemicals.

To remove old rust spot:

Use dropper or end of match.

Apply oxalic acid solution (p. 59).

Rinse with warm water.

The stain changes from red to lemon yellow.

Each time rinse after acid.

Finally wash with soap-suds to destroy all acid.

Note: Some rust spots on linen are from poor bluing—those made from iron.

TO REMOVE INK SPOTS

Fresh ink, if it has never dried, may be removed with clear cool water.

If water does not remove it, use oxalic acid solution (p. 59) followed by ammonia solution (p. 59).

Apply acid first, then rinse; next ammonia and rinse.

Repeat oxalic, then ammonia.

To control spreading, use a folded pad under the stain, removing pad each time stain is treated.

Use a dropper for each solution and one for clear water to remove ink without harming garment.

Note: If oxalic and ammonia solutions are used with great care, ink stains often can be removed with no loss of color of fabric.

TO REMOVE INK SPOTS FROM RUGS OR CARPETS

Success depends on no rubbing, just absorbing.

Apply damp soft cloth immediately.

Do not rub but press hard against stain.

Quickly use clean cloth to absorb more ink.

Repeat until all or most of the ink is removed.

If ink remains, with dropper or pointed stick apply oxalic acid solution (p. 59).

Work quickly. Absorb with cloth.

Touch with dilute ammonia (p. 59). Absorb with cloth.

Repeat: Oxalic, absorb; ammonia, absorb.

Rinse by wiping with damp cloth or sponge.

Note: Work with pressure, no rubbing, but absorbing. Be sure to use oxalic acid first, then ammonia solution.

TO REMOVE GRASS STAINS

Remove by rubbing kerosene on the stain.

Wash with warm water and soap.

Always remove stain before laundering garment.

Note: Grass stains once set are hard to remove.

TO BLEACH BY SUNSHINE AND DEW

First wash with soap and water.

Rinse to wash out dirt and scum.

Lay wet garment in sun or in the dew at night.

Re-wet and continue sunning and wetting.

Note: Sunshine bleach is safer than chemical bleach.

TO REMOVE MILDEW

Mildew is formed when clothes remain damp and warm.

If only a day or so old, it may be washed out.

If no care has been given to it, the mildew will attack the fiber of the fabric and will require bleaching out or the material may be destroyed.

To remove, use Javelle water (below) or method for ink removal (p. 62).

Note: Preventing is easier and safer than curing.

TO MAKE JAVELLE WATER, A BLEACH FOR WHITE COTTONS AND LINENS

Recipe: 1 lb. washing-soda }
 1 qt. boiling water } in earthen or agate pan

 ½ lb. chloride of lime }
 2 qts. cold water } in earthen or agate pan

Put two together, stir, and let settle.

Pour off clear liquid, bottle, and label.

Note: To bleach means to take out color.

TO USE JAVELLE WATER

Bleach wet cottons and linens after washing.

Use ½ c. Javelle to 2 qts. water.

Have water hot, and with wooden stick turn and stir fabric.

As soon as color improves, place garment in soap-suds.

Continue as any wash problem.

Note: Plan a special day for bleaching. It economizes materials.

TO BLEACH STUBBORN STAINS

To remove old stains on white goods:

Moisten spot with cold water.

Apply potassium permanganate by a dropper or end of match (p. 64).

Wait for color change from purple to brown.

Apply oxalic acid solution with a second dropper (p. 59).

Repeat if necessary—permanganate, then oxalic.

Finally wash with ammonia solution or soap and water to remove acid.

Note: The best bleach for white cottons and linen.

TO PREPARE POTASSIUM PERMANGANATE

Buy as crystals, smallest amount, or
Buy 5 per cent solution at drug store.

To Make: $\frac{1}{2}$ teaspoon crystals in pint bottle; add
1 pt. cold water

Let dissolve and be sure crystals are *all* dissolved.

Potassium permanganate is a dye and turns from purple to brown as it dries.

Moisten with oxalic acid solution (p. 59) to brown stain.

Oxalic acid bleaches out potassium permanganate.

Note: For all old stains, such as old grease, fruit, tea, coffee, on white cotton and linen use this recipe.

TABLE OF STAIN REMOVAL

KIND OF STAIN	REMOVAL
Acid	Moistened baking soda
Adhesive tape	Carbon tetrachloride
Albumin	Cold water
Blood	Warm water; dry starch to absorb
Brass	Clean lard; soap and water afterward
Butter	As grease; coloring of, dilute ammonia
Candle wax	Warm iron and blotting paper (pp. 8, 60)
Chewing gum	Carbon tetrachloride
Chocolate; cocoa	Cold water and soap
Coffee, clear	Boiling water
Cream	As grease
Fly paper	Carbon tetrachloride; as glue
Fruit	Boiling water; Javelle (p. 63)
Grass	Kerosene applied; soap and water
Grease and oil	Warm water and soap; Javelle (p. 63)
Ink	Water; oxalic and ammonia
Iodine	Dry starch; ammonia concentrated
Machine oil	Cold water and soap
Mustard	Alcohol
Paint (fresh)	Water and soap
Varnish	Alcohol; turpentine
Wagon grease	Lard; soap and water
Wine	Salt first; follow by boiling water

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TO CLEAN CRETONNES

1 qt. bran to 1 gal. of hot water.

Strain through fine sieve and cool.

Use as wash waters in place of soap. Use as rinse waters.

Roll to partially dry.

Iron on wrong side.

Note: Starch in bran water will stiffen cretonne.

TO REMOVE RAIN SPOTS

Some rain or water spots will brush off.

Some need steam:

Shake garment in steam from spout of teakettle.

Continue shaking until dry.

Heavier materials may need covering with dampened cheesecloth and an iron not too hot.

Note: This may reduce the surface glaze, and the whole garment must be pressed.

TO CLEAN GLAZED CHINTZ

Wipe very often with clean dry soft cloth.

Wipe in regular lines and with even pressure.

Wash carefully using large table surface.

Use cheesecloth wrung out of lukewarm soapy water.

Rinse with cheesecloth wrung out of cool water.

Wipe dry.

Hang straight.

Note: Unless chintz is of superquality, work quickly and without rumpling.

TO CLEAN FRINGE

Short, twisted fringe is easy to clean. Long fringe tends to tangle.

Baste long fringe very loosely in layers of cheesecloth.

If only fringe is to be washed, keep garment up out of water.

Dip fringe and squeeze carefully in soap-suds till clear. Rinse in same way.

Squeeze, but do not wring. Leave in cheesecloth until almost dry.

Remove cheesecloth and let fringe blow gently in breeze.

Press garment before removing cheesecloth.

Ball fringe does not need basting. Use no starch. Wash tape well and press.

Towel fringe is brushed gently while damp.

Never snap fringe on edge of ironing board; this cracks fibres.

Worn fringe may be trimmed with a sharp scissors.

Note: Fringe needs gentle handling. As fringe will slip, baste threads together with three or four loose crosswise stitches to hold them together.

TO WASH CORDUROY

Wash like cotton cloth (p. 50).

Remove spots before washing.

Use warm water and soap in suds (p. 50).

Plunge garment up and down.

Rinse well.

Squeeze through a loose wringer in flat folds or squeeze with hands.

Shake; shape garment.

Place on a padded hanger to dry.

Brush when dry with clean soft brush until nap is well fluffed.

Rip out hems in a colored corduroy garment, because thickness allows color to settle and streak.

Note: Drying in wind livens nap.

TO WASH CHAMOIS OR WASHABLE GLOVES

Gloves may be washed on wearer's hands, or laid flat on basin and scrubbed.

Use soft brush and soap-suds with *cool* water.

Rinse in clear water.

Pull fingers into shape and blow open the fingers and glove.

Colored washable gloves or heavy stitching can be kept from streaking by stuffing the glove with tissue paper for drying.

If a glove form is used for drying, tissue paper will be unnecessary.

Hang glove to dry in room temperature.

When half dry put on hand to shape, unless glove form is used.

Note: Streaked gloves may be re-wet, pressed in cloth, then shaped as above.

TO REMOVE SHINE FROM WOOLENS

1. Gloss from ironing

Cover wool with dampened cheesecloth.

Pass hot iron over wet cheesecloth, but do not press or iron dry.

Let steam remove gloss.

2. Shine from wear (results are temporary)

Dampen pressing cloth with few drops of ammonia in water.

Use stiff brush to roughen nap.

Note: In extreme cases, fine sandpaper has been used with light touch.

TO STEAM VELVET

I

A dress may be hung on a padded form. Be sure dress is pinned on form.
Turn several inches of very hot water in bathtub.
Hang dress over steaming water for half an hour.
Empty water in tub.
Shake dress and let air.
A *soft* brush will liven nap.

II

Ribbons may be steamed to remove wrinkles.
Use little water in tea kettle.
Heat to boiling and steam back of the ribbon.
Heated iron with damp cloth on it gives same result.

Note: The secret is little moisture for steam and not enough to cause shrinkage of fabrics and loosening of dye.

TO WASH MATTRESS PADS

Place in cold water to soak for half an hour. This will loosen soil, blood, and many medicine stains.
Remove from soak-water; wring out.
Prepare warm soapy wash-water.
Wash until clean. Change wash-water for warmer soap-suds.
Wash second time.
Rinse in several waters.
Hang straight and well pinned on line.
The pad needs no ironing.

Note: Frequently washed pads save mattresses.

TO WASH PILLOWS

Soak in lukewarm water.
If very soiled add $\frac{1}{4}$ c. washing-soda solution to tub of water.
Prepare warm soapy water for washing.
Souse and squeeze pillow to force soapy water through. Repeat with second suds.
Rinse in several waters to remove all soap.
Pin to line and frequently repin to toss feathers.
Better returns come from washing ticks and feathers separately, but this increases work.

Note: Two pillow-slips a week reduce need for washing pillows.

TO MAKE BLANKET WASH

Prepare solution and store in wide-mouthed glass jars.

- 1 large bar mild white soap shaved fine, or 9 oz. white soap-flakes, dissolved in
- 2 qts. hot water

Dissolve soap thoroughly. Then add to recipe:

- 1 qt. cold water
- 2 tablespoonfuls borax
- $\frac{1}{2}$ cup denatured alcohol

Label *Blanket Wash*.

Use blanket wash as soap with enough warm water to cover blanket.

Note: Don't kill suds with too much water.

TO WASH BLANKETS

Use blanket wash (above) or

Prepare soap solution:

- 1 cake white mild soap, shaved, or its weight of flakes.
- 2 qts. hot water.

When dissolved, cool to lukewarm temperature.

Add enough dissolved soap for heavy suds.

Put blanket in water and let soak few minutes.

Wash by squeezing and sousing motion.

Use second or even third suds. Blanket is clean when suds are clean.

Rinse free from soap—all waters same temperature.

Squeeze out water or put through wringer.

Hang straight by pinning in half over clothesline.

Hang out of sun and keep from freezing.

Brush blanket when dry.

Note: Clear windy days fluff blankets.

TO CLEAN TAPESTRIES

Dust and moths ruin tapestries.

Brush and vacuum-clean when rooms are cleaned.

Dry-cleaning of old tapestries saves colors.

Wash, if specially soiled, but their beauty is lessened.

If they are to be washed, use a fine white hand soap, make a heavy lather (p. 71).

Rub lather into tapestry, then hose free from suds. Use cool suds.

Tack down flat to dry. The older, the greater care.

Note: To put away, roll and wrap in moth-proof container like woolens (p. 92).

TO WASH COMFORTS AND QUILTS

Wool-filled comforters well quilted will give good returns, better than cotton.

Prepare heavy soap-suds and fold quilt to fit tub.

Have water enough to cover in tub.

Press and knead the quilt in this soapy water.

Lift out and prepare second wash-water. Change fold of quilt.

Repeat the washing process.

Lift out and squeeze out suds.

Rinse well but use care not to pull and disarrange cotton or wool filling.

Press and squeeze out water.

Spread to dry over 3 or 4 stretched clotheslines, or on folded sheet, or white paper.

Note: Down quilts will always lose a little puffiness, and are better dry-cleaned.

TO WASH RUGS

Test danger of water on color of rug by rubbing a moist cloth on a small spot.

Most rugs of good quality will stand this test.

Thoroughly brush and remove lint and dust first.

Prepare heavy lather:

1 qt. hot water

$\frac{1}{3}$ c. soap flakes

Cool solution and let jelly.

Beat soap-jelly into a lather.

Apply suds with soft, clean brush.

Work evenly over each small section.

Soap only as large an area as can be rinsed quickly.

Rinse by wringing cloths from clear warm water.

Wipe dry as possible with cloths.

Spread rug to dry before re-laying on floor.

Note: Very large rugs are difficult to manage. Table makes work easier.

TO OIL LEATHER

Animal hide is softened and fed by neatsfoot oil.

Every treatment of oil darkens the color of leather.

To keep color light, use *white* vaseline, paraffin oil, lemon-oil. Linseed-oil darkens.

Apply with folded cheesecloth.

Let oil soak in for a while, then wipe off *all* excess.

Note: Harness soap will dress and soften leather.

TO CLEAN UPHOLSTERY FABRIC

Test first for fastness of color.

Brush or clean thoroughly with vacuum cleaner.

Use same soap mixture as for rug cleaning (p. 70).

Keep soap solution in a heavy beaten lather.

Water allowed to run into upholstery will take too long to dry and may cause streaks.

Scrub a small section with soap lather.

With tightly wrung out cheesecloth, wipe off all soap.

Work lightly and quickly.

Leave no soiled streaks between parts washed.

Let dry before putting into use.

Note: This cleaning is likely to be better than work done with carbon tetrachloride, if color permits (p. 60).

TO PREPARE FABRICS FOR DYEING

Wash fabric to remove all dirt or grease.

Follow directions for washing fabrics (p. 50).

To reduce old dye:

Put fabric in agate or enamel pan with cold water and good soap.

Heat slowly till color bleeds.

Repeat with fresh cold water and soap until dye stops bleeding.

Further bleaching may injure fabric.

Chemical bleaches must be bought to suit each type of fabric.

Note: Never use a metal basin for stripping color.

TO TINT FABRICS

Be sure tints are suitable for woollens and silks or for cottons.

White lace on silk garment may stay white if right tint is used.

Tints are best used to freshen original color.

Mixing tints produces various shades.

Dissolve powdered tint in clear warm water. Stir thoroughly.

No tint is as lasting as boiled dyes.

Some dyes are as easy to use as tints.

Dark shades cover spots and stains.

Follow general directions for dyeing (p. 72).

Note: Successful tinting requires artistry.

TO DYE FABRICS

Choose dye for fabric—cotton, silk, or wool.

Various fabrics take dye differently.

Choose color to cover first dye.

Blue on red makes purple.

Black and deep blue are best cover colors.

Blended dyes produce soft colors.

Spots and stripes produce two-tone effects.

White stripes on blue give light blue on dark blue.

Do all work in agate or enamel pan; wear rubber gloves; use glass curtain rods for stirring.

Read carefully all directions on dye package.

Do just as it says.

Weigh fabric dry; measure water and dye required.

Boil dye and strain through several thicknesses of cheesecloth.

Boil fabric in dye bath according to directions.

Add salt or vinegar to set color.

Boil ten minutes longer.

Wash and rinse fabric in several waters until last water is clear.

A dyed fabric may have a second dye to blend a color.

Note: If one has only small pans, it is cheaper to hire work done.
Chromium tongs assist dye work.

TO CLEAN LAMP SHADES

Shades sewed to wire frame and all sewed trimming can be washed.

Hand-painted or shrinkable fabrics can be dry-cleaned. Shades with glue or paste cannot be cleaned.

Dip gently up and down in plenty of mild soap-suds.

Prepare two suds at the beginning, as first one will be soiled.

Rinse immediately in several clear lukewarm waters that are ready.

Dry rapidly in air at room temperature—no sun, no heat to fade or shrink.

Plastic lamp shades are cleaned with cool soapy water. Dry thoroughly.

Note: Weekly dusting and brushing with soft brush will delay washing.

EQUIPMENT CARE

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GENERAL DIRECTIONS FOR CARE OF EQUIPMENT

"A worker is known by his tools." Buy good ones, and then take care of them. This means having a place for them, clean and dry, with appropriate storage for each. Good equipment will last a long time; it is worthy of care and repair.

Some good economies:

Use a pot holder to save an apron or towel.

Have pots with bottoms to fit stove burners; it saves fuel.

Have covers to fit pots; it saves heat.

Have drawers divided to save noise, time, and edges of knives.

A knife rack spells safety for sharp knives.

Assemble tools in the place of their work.

Buy whiting at hardware store for non-scratch polishing.

Use pint fruit jar with water and soap scraps for soap shaker.

Moisten newspaper for dirty stove and pot cleaning; it saves cloths.

Wipe up spills of water; it saves linoleum.

Keep matches—good ones and old—in containers; old ones kindle fire.

Have a thermometer for sugar cooking; it will save time and give assurance.

Buy an oven thermometer for an old stove; it saves worry.

Use asbestos pads for slow cooking and as a protection from burning.

Turn off electricity and cook last few minutes.

Yellow gas flame means soot and waste gas.

Big cork or crushed paper is a good knife cleaner.

Grapefruit and lemon rinds make cleaning pads for brass and copper; use non-scratch cleaner.

Vacuum-cleaner bag can be mended with adhesive tape; mend holes and leaks caused by picking up pins, tacks, and hairpins.

Put only clean vegetables in refrigerator.

Use the hydrator for fruits and vegetables.

Wrap small foods in wax paper or store in covered bowls or jelly glasses.

Note: A penny saved is a penny earned.

TO OIL A MACHINE

Every maker will furnish directions for "How and Where to Oil" his product. Many models have encased bearings packed in oil, which require neither cleaning nor oiling.

A general rule is:

Buy oil-can with gooseneck spout.

Buy good grade of oil and keep clean.

Keep machine free from dirt, dust, and lint.

Apply oil where holes feed oil to moving parts.

Wipe off excess oil. Do not overoil.

Note: Oil is food to a machine.

TO REPAIR ELECTRIC WIRES

Keep "friction tape" in house—it is cheap.

Any wire with broken woven cover or insulation should be mended at once, to prevent burns and blown fuses.

Wrap old wire with friction tape, bicycle tape, or adhesive tape.

Replace extension cords to lamps, irons, etc., when worn.

Only rubber-covered wires should be used for washing-machines.

These cannot be mended at home but must be replaced.

Frayed wire-ends at terminals should be repaired to prevent short circuits that blow fuses.

All electrical appliances must be kept dry.

Note: Water and electricity are enemies.

Jerking plugs out of sockets damages wire and makes them dangerous.

Never twist or pinch cord together; hang it straight.

TO REPLACE A FUSE

Do not handle fuses *until* main switch is cut off.

Know size or ampere of fuse.

Have extra fuse plugs near switch box.

Fuse has 6, 10, or 15 on it.

Usual fuse will probably be 15 A.

Burned-out fuse will show black spot.

With main switch cut off, screw out old fuse and put in new one.

Push back switch handle.

Correct fuse should bring light.

Note: Have a lesson and be independent.

TO CLEAN AND CARE FOR WASHING-MACHINE

Every time machine is used, rinse with hot water and wipe dry.

Wipe wringer dry and loosen rolls (see below).

For scum deposit on washer from hard water, use kerosene.

Clean with soft old brush moistened with kerosene.

Wash with soap and water and rinse with hot water.

Be sure the very bottom of machine is drained dry.

Place cover a bit ajar to let air in. This is necessary for a wooden tub.

Note: In extreme cases of soap scum, use soft brush with oxalic acid solution (POISON) (p. 59).

TO CLEAN A WRINGER

Wipe dry before putting away.

Always loosen pressure on rolls to keep them round.

To remove soil and dye stains:

Moisten a cloth with a few drops of kerosene.

Turn wringer handle opposite from wringing motion.

Wipe rubber roll with kerosene cloth, using quick and light strokes.

Rinse in soapy water.

Wipe dry.

Note: Kerosene cleans by dissolving rubber; therefore use only a little, and work quickly.

TO FEED A WRINGER

Set pressure on rubber rolls.

To have even pressure turn screws with both hands at same time.

Fold garment flat and even.

Fold flat buttons in with garment.

Hold buttoned garment several inches ahead of roll to keep buttons flat.

Lay sleeves into garments. Feed neck-bands first.

Feed thin fabrics by folding several inches back before putting into wringer.

Gather hem of sheet and feed through wringer straight.

Loosen pressure of rolls for heavy articles.

Wringers do little harm when garment is folded and fed evenly.

Note: A good wringer was made for squeezing water out and not buttons.

TO PACK A SPINNER OR EXTRACTOR

Place clothes in even wads or layers around the inside of basket.
Have all parts of same garment on same sides of basket. Will save tearing.
Tuck garments down tight and place cover over all.
Use round muslin cover 2 inches larger than basket.
If mixed load, put small things in first.

Note: On taking from spinner, shake, fold, and iron.

TO CLEAN AND WHITEN WOODEN CLOTHES-PINS

Cover pins with warm water and soap.
Scrub with stiff scrubbing-brush (several may be washed at a time).
Rinse in ammonia water.
Spread on clean paper to dry in sun.
Oxalic acid put into wash-water for stained pins will whiten them.
Rinse in ammonia water.

Note: Dirty pins leave their mark.

TO COVER IRONING BOARDS

Ironing boards should be clean and smooth.
Cotton felt, called silence cloth, gives service.
Use two thicknesses for board padding.
Cut 3 to 4 inches longer and wider than board.
Fasten down with thumb tacks.
Make 2 muslin cover-cloths same size as felt.
Turn 1-inch hem on all sides.
Sew on 5 tapes on each side of cover.
Cut tapes long enough for quick tying under board.
Before using, wash muslin to remove dressing.

Note: Ironing-board covers should be clean and not scorched.
Wash and bleach to save garments.

TO MAKE A PAD FOR IRONING EMBROIDERY

Use an old blanket or double fold of silence cloth.
Make two sizes for small and larger pieces of embroideries.
Cover washed padding with shrunken muslin.
Stitch thicknesses together.
Baste to keep pad free from wrinkles.

Note: Why scorch a good towel?

TO USE VACUUM CLEANER

Any vacuum cleaner works best when moved slowly and evenly and in direct contact with article to be cleaned.

Always adjust screws for thin or thick fabric.

Run cleaner diagonally over rugs to avoid catching fringe.

Free brush from all hair and threads.

Keep electric cord free from twists and knots; mend breaks in covering immediately (p. 75).

Note: When not in use in summer, wrap sweeper in newspaper and tie up.
A moth nest might form during summer.

TO EMPTY A VACUUM CLEANER DUST-BAG

Sprinkle several sheets of newspaper with water.

Open dust-bag close to dampened paper.

Carefully empty sweepings on damp paper.

Keep outside of bag clean.

Note: Moisture from wet paper reduces the spreading or flying of dust.
A clean dust-bag allows free suction of dirt.

TO CLEAN FLY SCREENS

Take out of house. Clean off lint and dust.

Hose screens clean. Dry thoroughly.

Rub off with kerosene.

Put in clean place for storage.

Stand or lay screens flat to prevent warping.

Screens may be renewed with thin screen paint.

Note: Any repairs may be made with fine copper wire.

TO MEND RUBBER HOSE AND WATER-BAGS

Garden hose can be mended.

Use sticky adhesive plaster or bicycle tape.

Wrap by starting on slanting bias.

Overlap about $\frac{1}{3}$ width of each round of tape.

Bathroom hose and bags.

Have rubber very dry, then use surgical tape a bit larger than place needing mending.

Press hard and let dry before using.

Note: Boiling water softens rubber.

TO MEND POT COVERS

New knobs for pot covers may be bought.

Those bought should have wooden knob with nut, screw, and round tin washer. Pry off the old knob, using screw-driver or can-opener.

Unscrew the nut from the small bolt.

Slip bolt through cover from top, slip tin washer on under side of cover, then screw on nut.

Note: Sometimes it is as cheap to buy a new cover as to mend an old one.

TO SHARPEN KNIVES

Hold knife firmly.

Move steel sharpener back and forth along the edge of blade.

Rub first on one side of blade, then on other.

Hold sharpener at small angle from blade so as to thin the blade for an edge.

Begin sharpening by rubbing down from handle of knife to point.

Give special care on lower half of blade near point. The point does most of the work.

Patented sharpeners are effective but wear knife somewhat rapidly.

Note: It is only good steel that takes or keeps an edge. Appreciate a good knife—it is not a saw.

TO CLEAN RUBBER

Pure rubber, as in gloves and sheeting, will finally stain.

Use warm water, and brush with soap jelly and soft brush.

Rinse in cold water.

Wipe the rubber dry on both sides.

For final drying, dust both sides with talcum powder.

To disinfect:

Lay washed gloves in pan of fresh cold water.

Have water enough to float gloves and keep them from direct heat.

Let boil 2-5 minutes.

Wipe dry and dust with talcum as above.

Wrap when absolutely dry in clean paper.

Note: Cheaper gloves can be purchased for housework.

TO CLEAN FIREPLACE

Spread down damp newspaper to catch loose dirt.

Use soap solution made of yellow kitchen soap:

1 qt. hot water

$\frac{1}{4}$ c. shaved soap, measured packed

$\frac{1}{2}$ c. powdered pumice or rottenstone

$\frac{1}{2}$ c. household ammonia

Let mixture cool, and apply with stiff scrubbing brush.

Let dry for one-half hour.

Wash off with rinses of warm water done with cloths.

Wipe dry to prevent soap streaks.

Note: Fancy fireplaces need prescribed care from the factory.

TO CLEAN DOOR KNOBS

Cut cardboard shields to fit around door knob and key plate.

Cut large enough to keep cleaning material from the wood.

Use directions for cleaning glass (p. 31), brass (p. 37), silver (p. 39), nickel (p. 38), chromium (p. 37).

Note: Door knockers and bells need such care and wood finish will be saved.

TO CLEAN BIRD BATHS

Give frequent and real scrubbing care.

Use a scratch or abrasive cleaner with just enough water to dampen.

Rinse well. Fill each day with fresh water.

Note: For an absence of a few days, it is best to empty and leave tipped.

STORAGE

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GENERAL DIRECTIONS FOR STORAGE

If only the architect would give each home suitable storage. The housewife knows what she has to store. Why not make a rough list of needs and then work together? Apartments are usually lacking in storage.

Rugs and furs, fortunately, can be kept by firms who clean and store them until needed. *Silver and valuable papers* can be placed in vaults, as banks cater to that specialty.

Canned goods need dark, cool temperature. To increase storage, work to divide a space for quarts and pints. With cleats nailed to sides, and a strong, non-warp board, space for jelly glasses and jars can be used to best advantage.

Kitchen: Look it over and plan your equipment. Plan to have places used to every inch. Even corners otherwise wasted will store serving trays, books, or cooky sheets or platters. Plan for heavy kettles down on the floor because easier to lift, but don't waste good space on top. Set an upper shelf back halfway, to make putting away easier.

Tool chest: If short of space, plan in a hall for this. Extra storage is possible by door-closets which hang on doors. Shallow drawers and secret panels allow safety and give order and freedom from dust.

Bedding and linen for the household are bulky and hence take room. Here's a place for measured space. To save space of drawers pulling out, let front of drawers drop down on a chain, just long enough to make a temporary shelf. Doors which slide on each other save space.

Medicine and toilet case for the whole family may serve in the bathroom. These closets may be shallow and set into the wall. Two of these would separate by two panels: one for medicine, one for toilet articles. Have a key for medicines. Everything here should be *labeled* carefully.

Coats: Of course closet space for coats and outdoor clothes and wraps should be near the doorway.

TO PACK CLOTHING

Before packing for journey, clean, press, and mend.

Collars and cuffs may be folded in with garments.

Bows or flowers and other dainty accessories may be laid in crushed paper and in a box.

Fold garment with straight fold of goods.

Lay in folded tissue-paper to cushion plaits of material.

Fold garment to fit the case or box to be packed.

Folding is best done on flat table.

Pack flat and tight.

Note: Loose, fluffy material crushes most when loosely packed.

TO PUT FABRICS AWAY FOR THE SEASON

Remove all spots—grease, soil, or food spots.

Dry-cleaning is safest. Leave unpressed, since gasoline odor discourages moths.

If not dry-cleaned:

Remove sugar and egg spots with cold water, grease spots with carbon tetrachloride (p. 64).

Soiled starched garments are washed and left rough-dry.

Wash curtains and leave rough-dry.

Fold and wrap. Bundle like curtains together.

Wrap woollens away from moths; close ends and seal moth-proof (p. 92).

Label each package for quick finding of pieces.

Note: Dirty clothing invites vermin trouble.

TO STORE FURNITURE

Never store anything unless cleaned first.

Brush and clean with vacuum when possible.

Turn stuffed chairs and lounges upside down, beat with flat beater and brush thoroughly.

Cover with many overlapped layers of newspapers.

To prevent paper from tearing, wrap over all a sheet or heavy cloth.

Tie string closely around legs and arms of chairs.

Note: Be sure that no moths are in upholstery before storing (p. 92).

TO STORE FURS

Furs in use are not likely to have moths.

Brush, sun, and air before putting in storage.

Choose large enough box to prevent crushing fur.

Line box with soft paper or tissue.

If camphor or moth balls are used, tie them loosely in cheesecloth and place in furs.

Close box and either seal edges of box with pasted paper or

Wrap box tightly in newspaper.

Moth-proof boxes or bags make storage safer.

Tar paper is excellent for lining boxes of closets.

Cedar closets which are built in should be guarded with door closed, and not used for everyday storage.

To hang daily used garments in cedar closets is inviting trouble.

Note: The plan is, no moths to start with and none allowed to enter.

TO STORE METALS

Uncovered metals may tarnish, rust, or corrode if not stored with care.

Silver may be wrapped with gum camphor in and around silver in chest or bags.

Copper and brass corrode, forming green copper deposit. Clean until bright and rub with thin coating of paraffin to keep air away.

Iron, if not dry, will rust. Clean, wipe dry, and rub with thin coating of paraffin (p. 38).

Note: Warming the metal makes the rubbing with paraffin easier. Buy paraffin used for preserving.

TO STORE RUGS

Every rug should be thoroughly cleaned.

Sweep or vacuum-clean both sides, and air well.

Remove spots of grease (p. 60) or ink (p. 62).

Sprinkle moth-preventive over rug.

Roll either in many layers of newspaper or in tar-paper.

To be doubly sure, make a heavy paper cap to cover the ends of rug so that moths cannot enter.

Tie securely with strong cord.

Rugs should be stored where very dry, and preferably off the floor.

Note: If space for storage is limited, it is better economy to use commercial rug storage, which may include cleaning and moth-proofing.

TO CLOSE HOUSE FOR A TIME

Look for leaks in roofs and gutters, and make repairs.

Put all food in covered tin or glass containers.

All jars of liquids must be protected from both extreme heat and freezing.

Leave ice-box clean and open to air.

Have ice-box drain clean.

Dispose of rubbish such as paper, rags, excelsior, shavings, or oily rags.

Put matches in tin box.

Do not store any oil, gasoline, paint, or varnish in house.

All paint-brushes should have been cleaned after use.

Notify telephone and gas companies to discontinue service.

Cut off electricity and ground radio antenna.

Water should be shut off; call plumber if necessary. Drain heating system, pipes, and boilers.

Close room doors to keep out mice.

Fasten all windows and doors.

Place one key in care of trusted neighbor.

Notify fire insurance company, if house is to be closed over thirty days.

Note: If in doubt, get expert advice and help.

TO BLEACH AND SAVE HOUSE CLOTHS

Divide all cloths into two or three groups according to dirt and color.

Plan to use wash boiler or large enamel kettle.

Wash out loose dust and surface dirt; it saves time.

Measure cold water and washing soda ($\frac{1}{2}$ c. to 1 gal. water).

Put in cloths and move them about with a stick.

To pack too tightly prevents cleansing.

Cold water with soda will loosen greasy dirt while water heats.

Boil five minutes. Javelle water will bleach (p. 63).

Empty and then use washboard or machine finally to clean.

Hot rinse and cold rinse.

Hang to dry and bleach in sun.

Fold flat to take up less room.

Note: No cloth should be wasted; it costs money.

SUGGESTIONS FOR STORAGE

Silver

- Clean silver to remove tarnish.
- Wrap with gum camphor in cotton flannel bags.
- Use "tarnish resistant" paper for silver.
- Use flannel bags to save scratches if not in daily use.
- Flat silver should be stored in velvet-lined compartments.
- A deep drawer can have an upper shallow tray for ladles and large serving spoons.

Food Containers

- Cereal and food containers of glass show quantity on hand.
- Labels should be printed to be readable.
- A coat of thin clear shellac allows for wiping off of fingermarks.

Candlesticks

- Candlesticks, jardinières, and any copper or brass not used for food may be cleaned and shellacked.
- Denatured alcohol will take shellac off, if desired.

Rubber Bags

- Never fill with boiling water from the kettle.
- Fill bag only $\frac{1}{3}$ full; then pressure of use will not strain bag (p. 80).
- Ice water, and not chopped ice, in a hot water bag will save bag.
- Always dry and dust with talcum to prevent sticking.
- Distend hot water bags a bit before putting in stopper.

Garden Hose

- Strain by shutting off at spray nozzle—that means leaving the nozzle open and unscrewing at house tap.
- Keep hose in cool shade; if an old hose, its life is much shortened by summer sun.
- Drain hose dry.
- Let it drain down hill or blow dry.
- Roll on hose rack or tie with strips of cloth in two places in roll.
- Two wooden peg screws put 6-8 inches apart will divide the weight and strain.

Small Items

- Purchase labels of various sizes—some cloth tags for keys, some of celluloid to wipe off.
- Use small card catalogues or thumb index tabs for addresses and bills.
- Little stocking cabinets will organize sewing material, screws, tacks, and hooks.
- Note:* A few minutes spent in organizing will save hours of wasted time.

HOUSEHOLD PESTS

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GENERAL DIRECTIONS FOR DESTROYING PESTS

Household pests accept invitation through dust in unfilled cracks and holes; water with or without food; wet scrub-brushes or mops; runways around warm pipes; or uncovered garbage.

This may happen in city or country homes. But country homes in addition may need to watch rain barrels, stagnant pools, mulch piles, or buried garbage or manure. This is an hourly invitation to flies. Sterilizing chemicals can be used here without harming the growing element of soil. Lime is effective both as a disinfectant and as a fertilizer.

In the house cracks can be filled with plaster of Paris. Putty or woodfiller will fill cracks in old floors. Moldings can be taken off and holes and cracks filled; one or two coats of paint, any color, will finish the trouble.

Powders, poisons, and fumes are a temporary method of exterminating but may introduce risks to cats and dogs as well as to small children. Traps for rats and mice are troublesome, risky for animals, and tricky as to results.

AN OUNCE OF PREVENTION EQUALS A POUND OF CURE

Disinfect by:

Sunlight about everything.

Dryness in and around everything.

Cleanliness on and through everything.

Salt and water for gargles.

Salt and water for cold handkerchiefs. Better, use paper and destroy.

Dry heat at 300° F. in oven. (Cotton will scorch.)

Boil water at 212° F. for 10 minutes.

Whitewash for cellars and barns.

Lime-water for bottles and chambers.

Carbolic acid solution for bedsheets—POISON.

1 lb. crystals to 2½ gals. hot water.

Protect hands—this solution irritates skin; use old mop handle.

Cover and let stand for one hour.

Note: Use a good pair of rubber gloves. A safe glove will not show air bubbles in water.

TO KEEP OUT PESTS

Close runways with putty and plaster of Paris.

Wooden moldings and plastic wood will fill cracks.

Sheets of tin will cover holes in floors.

Strong-smelling, pungent powders may discourage vermin.

Poisons and fumes introduce danger.

Inflammables bring fire hazard.

Traps, if carelessly placed, may endanger pets.

Note: Eternal vigilance is the price of prevention.

TO EXTERMINATE ANTS

Keep food covered.

Place legs of refrigerator, tables, storage cabinets in water with a film of oil.

Find point of entrance and treat with kerosene. Close runway.

If possible, trace ants to nest and destroy there with boiling water.

Place a mixture of sugar and borax near runway or around nest.

Use ant traps.

Note: Ants travel in colonies.

TO FREE BEDS FROM BEDBUGS

They are very flat, very small, and nest in undisturbed places. Sometimes they are carried in clothing.

They usually leave blood spots on beds. They have a strong odor.

Inspect every fold, button, and corner.

Collect the bugs in boiling water.

Brush mattress, clean springs, and air bed after inspection.

Bedbugs dislike kerosene. Apply with small brush along cracks of baseboard and floor, and behind moldings. Kerosene odor evaporates.

Boiling water is good for bed slats.

Repeat every few days to get newly-hatched bugs.

Note: Benzine and poisons are dangerous and should be applied by expert exterminators.

TO PREVENT CARPET BEETLES

They are very small and woolly and black.

They eat round holes in fabrics.

Watch for them in tissue paper in hat boxes.

Tacked carpets must be watched for carpet beetles.

Vacuum cleaner will help to prevent.

To exterminate:

Wash floors with kerosene and water.

Spray every crack and crevice in closets, under shelves, and around baseboard.

Use some pungent spray, one that is non-inflammable and not a poison.

Note: If beetles are present, care must be continuous to exterminate.

TO PREVENT CLOTHES MOTHS

Cleanliness, brushing, airing in sunlight are first preventives.

Clothing and furs used and out each day are safe.

When not in use, as in closets or boxes, they are unsafe.

Brush and clean thoroughly. Remove spots.

Pack in clean well-lined boxes or in heavy cotton muslin or tar-paper.

Add moth preventive.

Seal boxes to make moth-tight.

Note: The flying moth produces the worm that eats wool clothing, rugs, furs, carpets, or upholstery.

TO DESTROY FLEAS

Cat and dog fleas may be destroyed with soap and water.

Pet stores will suggest powders that may be rubbed into the fur and will not harm animal or owner.

Exterminate by giving special cleaning to carpets and rugs, treating cracks of floors.

Use strong soap-suds when floor will not be harmed.

Kerosene, oil of pennyroyal, or pyrethrum powder will be distasteful to pests.

Note: Many insects are choked by dry powder.

TO PREVENT FLIES

Screen windows and doors. Kitchen odors attract.

Put screens on early in spring.

Keep screens on in the fall until warm weather has gone.

Keep food and garbage covered.

Remove all soiled paper and cloths.

Control neighboring breeding places by screening stable, etc.

To exterminate:

Watch the door screens and keep spring fasteners strong.

Use sticky flypaper.

Darken every window except one inch of open sunlight.

Lift window screen. Sunlight invites flies.

Use fly traps outdoors; direction for making from your state college.

Note: No house should allow flies. "Swat the fly."

TO PREVENT MOSQUITOES

Remove all puddles of water as breeding places; or keep covered with kerosene-oil film.

Cover rain barrels, empty containers and tin cans that hold water.

Screen all doors and windows.

Use repellent oils.

Wipe over all screens with a pungent oil, such as citronella, camphor, or cedar.

Use some commercial spraying liquid.

Smoke, such as a smudge fire in camp, cigar, or scented joss powder, will be a temporary preventive.

Note: Watch for half-closed doors and windows; repair breaks in screens with new netting.

TO PREVENT ROACHES

These delight in warm, moist places such as sinks, kitchen closets, refrigerator drip-pans, drying sink mops, and scrubbing-brushes.

Clear away every crumb and scrap of food.

Place alum or borax wherever there are signs of trouble.

Rancid grease will trap them.

Sodium fluoride is recommended as most efficient.

For severe infestations, call an exterminator.

Note: Water-bugs and cockroaches are related pests.

TO EXTERMINATE RATS, MICE, AND CHIPMUNKS

Keep all food covered and leave no crumbs about.

Much can be done by closing all runways with wire or tin.

Traps are the safest way and may be so placed as not to endanger pets.

Traps are first scalded and freed from odor.

Place in trap some strong-smelling food.

Poisons are dangerous, but sure as far as pest is concerned.

Note: Poisons always mean taking a risk.

TO EXTERMINATE SILVERFISH AND CENTIPEDES

These moths are destructive to books, and delight in glazed paper. Their runway is likely to be in libraries and in dark, warm places.

Both pests may be prevented by keeping attics and any storage place dry.

Sodium fluoride or pyrethrum powder may be blown into cracks and runways.

Note: Remember, one treating may not be final. To exterminate requires persistent endeavor.

TABLE OF HOUSEHOLD WEIGHTS AND MEASURES

Linear Measure

12 inches = 1 foot
 3 feet = 1 yard
 5½ yards = 1 rod

Square Measure

44 square inches = 1 square foot
 9 square feet = 1 square yard
 30¼ square yards = 1 square rod

Avoirdupois Weight

27.3 grains = 1 dram
 16 drams = 1 ounce
 16 ounces = 1 pound

Dry Measure

3 teaspoonfuls = 1 tablespoonful
 16 tablespoonfuls = 1 cup
 2 cups = 1 pint
 2 pints = 1 quart
 4 quarts = 1 peck

Liquid Measure

12 tablespoonfuls = 1 cup
 8 fluid ounces = 1 cup
 2 gills = 1 cup
 2 cups = 1 pint
 2 pints = 1 quart
 4 quarts = 1 gallon

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